



# BINDERY TECHNICIAN

## SUMMARY/SCOPE/GOAL

To schedule and maintain the proper workflow of the bindery and shipping process in the Print Shop.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- High school diploma or equivalent required.
- Computer skills.

#### PREFERRED/DESIRED:

- Completion of technical printing/graphics course work preferred.
- Two (2) years' experience in the set up and operation of various bindery equipment preferred.

### CERTIFICATIONS AND LICENSES:

#### REQUIRED:

- Valid State Driver's License

#### PREFERRED/DESIRED:

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Plan workflow from printing/duplicating areas through bindery and shipping.
2. Use manual tools to set up equipment, replace fuses and wearable parts.
3. Perform adjustments to equipment to run various types and sizes of projects.
4. Perform adjustments to the 42-inch cutter.
5. Set up and operate right angle folder, including multiple gates, perforating, scoring, and slitting.
6. Set up and operate modular/multi-station collator/stitchery equipment.
7. Use of measuring device to measure materials for proper cutting, folding, stitching padding, etc.
8. Read and use operator, maintenance, and parts manuals for various equipment.
9. Read and follow directions from work order, record production report, count and package work for distribution and complete shipping.
10. Work with minimal supervision.
11. Make decisions to maximize productive output and quality control.

### OTHER DUTIES:

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

**KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE**

**JOB RELATED:**

Considerable knowledge of printing practices and procedures. Ability to set up and operate right angle folder, drill, collator/stitchery, modular collator system, and manual bindery equipment. Ability to use manual tools, to lubricate, clean and make minor repairs to equipment. Ability to communicate effectively with customers, printers, and maintenance technicians. Ability to use measuring devices to measure and check work accurately. Ability to plan for most effective use of work time. Ability to use equipment with minimal supervision.

**GENERAL:**

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

**EQUIPMENT:**

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

**PHYSICAL REQUIREMENTS:**

**(M) MEDIUM WORK**

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

**TRAVEL:**

Travel between sites rarely. Travel out of county rarely.

**FOR HR USE ONLY:**

<b>DIVISION:</b>	<u>Government and Community Relations</u>
<b>TITLE CODE:</b>	<u>L4825</u>
<b>GRADE:</b>	<u>18</u>
<b>UNIT:</b>	<u>1010 CORE</u>
<b>LAST BOARD APVD:</b>	<u>09/11/1998</u>
<b>SCHEDULE:</b>	<u>8 Hrs. – 12 Mos.</u>

<b>DEPARTMENT:</b>	<u>Printing Services</u>
<b>CONTENT BY:</b>	<u>Chief Strategic Communications Officer</u>
<b>COMPENSATION:</b>	<u>Human Resources</u>
<b>LABOR RELATIONS:</b>	<u>Karyle Green, Ed.D.</u>
<b>CLASSIFICATION:</b>	<u>Beth Thedy, Ed.D.</u>

**BINDERY TECHNICIAN**

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	09/11/98	Initial Release	Printing Services
1.1	07/01/2020	REVISED: New format	Human Resources
1.2	2/4/2022	Removed special diploma, updated physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*