

# BOARD OF REGENTS STATE OF IOWA

## REGENT MERIT SYSTEM

**CLASS TITLE:** Bindery Operator II

**CLASS CODE:** 7332

**PAY GRADE:** 205

### **GENERAL CLASS DESCRIPTION:**

Under direct supervision, operates and maintains machine in the performance of gathering and collating; cutting and trimming; or folding operations as directed by written job ticket instructions and/or oral instructions from supervisor. Provides functional supervision to employees in lower classifications within work area, as required.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES:**

1. Sets up and operates at least one major machine of bindery equipment: automatic collators, a perfect binder, folders, binding equipment, paper cutter, saddle stitchers and automatic stitchers with automatic feeders.
2. Perforates and scores and is familiar with head-trimming and/or slitting attachments.
3. Adjusts machine to ensure that the job is cut to required size in cutting operations; trims sheets printed in multiples to finished size, often to critical marks for bleed, etc; trims booklets, theses, etc.
4. Makes some judgments relative to order, process and quality of work.
5. Troubleshoots problems with equipment.
6. Performs routine maintenance to machine including: oiling, greasing, adjusting, changing or sharpening blades, etc.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated to the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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7. Experiments with equipment to improve job quality, cost, and time involved to complete a job and makes recommendations for change to supervisor.
8. Provides training and functional supervision of other bindery personnel.

**KNOWLEDGES, SKILLS, AND ABILITIES:**

1. Skill in operating bindery equipment.
2. Knowledge of procedures for performing bindery operations.
3. Ability to set-up, adjust, repair, and maintain equipment.
4. Ability to train and supervise other bindery operators.
5. Ability to properly use bindery equipment and supplies.
6. Ability to read job tickets and prioritize tasks.
7. Ability to lift and/or move up to 70 pounds.
8. Ability to work in adverse conditions such as dust, noise, and fumes.
9. Ability to meet deadlines and respond to questions concerning completion time of jobs.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

One year of directly related experience or equivalent combination of training and experience.

**REVISION EFFECTIVE:** July 30, 2001