

## BINDERY MACHINE OPERATOR\*

### **Function of Job:**

Under general supervision of designated supervisor, to perform work involved in the set-up, operation, and maintenance of power and manually operated finishing machines in a printing department.

### **Characteristic Duties and Responsibilities:**

1. Set up and operate power and manually operated machines for gathering, stitching, folding, paper cutting, stapling, drilling, punching, collating, perforating, padding, scoring and binding.
2. Clean, oil and perform minor repairs to machines.
3. Maintain count of time, materials and supplies.
4. Examine finished product for work defects.
5. Count, stack, and/or wrap finished products in accordance with instructions.
6. Load and feed paper stock, chemicals, glue or other supplies into machines.
7. Transport stock by cart and/or hand.
8. Insert, address, sort and mail materials.
9. Instruct apprentices on bindery methods and procedures, as required.
10. Perform other related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. High school graduation or equivalent and two years experience in related work or equivalent apprenticeship.
2. Ability to operate finishing machines.
3. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work.
4. Must be able to wear and use appropriate personal protective equipment, as necessary.

5/25/93  
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System Approval

5/25/93  
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Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

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\* Revised - original approved 6/12/75 and revised 9/14/83.