

## REPROGRAPHIC BINDERY EQUIPMENT OPERATOR

### DEFINITION

Under general supervision, performs technical functions and activities in the quick copy/bindery production process; sets up and operates automated collators, power paper cutter, stitchers, paper folders, book binding equipment, paper drill, staplers, shrink wrapper, padding frames, perforator and scorer; and performs other related work as assigned and/or required.

### ESSENTIAL DUTIES

- sets up and operates automated collators, power paper cutter, stitchers, paper folders, book binding equipment, paper drill, staplers, perforator and scorer, occasionally operates a copier
- pads forms printed on carbonless and bond paper
- maintains inventory control and records of bindery supplies and materials
- sorts, counts, and wraps printed materials
- dispatches completed orders
- receives paper shipments and stocks shelves
- maintains simple records and performs filing

### QUALIFICATIONS

**Knowledge of:** Basic methods and techniques of bindery and print shop procedures and equipment; inventory control, supply and material management methods; safe working conditions and procedures.

**Ability to:** Learn and perform mechanical and various semi-skilled and unskilled duties essential to the central printing operation; lift and carry objects weighing up to 70 pounds; frequent lifting and carrying of objects weighing an average of 35 to 70 pounds; understand and follow oral and written directions and job orders; work effectively, and with flexibility, in an atmosphere of frequent interruptions and changes in task priorities; establish and maintain cooperative working relationships.

### PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 35 to 70 pounds of force to lift, carry, push, pull, or otherwise move objects
- will involve walking or standing for extended periods of time, and may involve ascending and descending ladders, stairs, scaffolding, and ramps
- must be capable of perceiving the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information
- must possess the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

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**EXPERIENCE AND EDUCATION**

**Experience:** Experience in performing duties in bindery or print shop environment.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree; course work or training in printing, bindery, or closely related subject areas is desirable.

**License Requirement:** Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment:** Insurability by the District's liability insurance carrier may be required.

**5/2008**