Bindery Operator

JOB PURPOSE:
Sets up and operates binding machines that round, back, case, line stitch, press, fold, trim, or perform other binding operations on books and related articles.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:
Operates or tends machines that perform binding operations, such as gathering, folding, cutting, stitching, rounding and backing, supering, pressing, and trimming on books and related articles.

Moves controls to adjust and activate bindery machine to meet specifications.

Selects, loads, and adjusts workpieces and machine parts, using hand tools and digital adjustments.

Feeds books and related articles into binding machines; threads spirals in perforated holes of items to be bound; punches holes in paper sheets and fastens sheets, signatures, or other materials; creases or compresses signatures before affixing covers, and places paper jackets on finished books.

Wraps product in plastic, using machine, and packs products in boxes.

Cleans work area and maintains equipment and work stations, using hand tools.

Maintains records of daily production, using specified forms.

Observes and monitors machine operations to detect malfunctions and makes required adjustments.

Manually stocks supplies such as signatures, books, or paper.

Removes books or products from machine and stacks them.

Cleans and lubricates machinery parts and makes minor repairs.

Examines printed material and related products for defects and to ensure conformance to specifications.

Performs other tasks as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:
Ability to interpret and follow simple oral and written instructions.

Knowledge of materials, methods, and the tools used to perform job duties.

Ability to operate the specific tools used in the area of expertise, including related tools and equipment.
Ability to operate a personal computer.

Ability to work in safe and efficient manner.

**MINIMUM REQUIREMENTS:**

**Education:** High school diploma or GED

**Experience:** At least one-year experience in operation of bindery equipment.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, walking, driving, climbing ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs multiple times per shift, fingering, talking, hearing, and seeing.

**WORKING CONDITIONS:**

Most time spent indoors with possible exposure to extreme hot or cold temperatures for one hour plus. Possible exposure to distracting/uncomfortable noise levels and vibration of body or extremities. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.