

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Bindery Operator

SERIES NO.:

5271

MAJOR AGENCIES:

Development, Industrial Commission

EFFECTIVE DATE:

3/26/1990

SERIES PURPOSE:

The purpose of the bindery operator occupation is to fold, cut, insert, collate, drill, stitch, punch, pad, glue & wrap printed material by hand or machine.

CLASS TITLE:

Bindery Operator

CLASS NUMBER:

52711

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge & training in operation of bindery equipment in order to fold, cut, insert, collate, drill, stitch, punch, pad, glue & wrap printed material by hand or with aid of machine.

<u>CLASS TITLE:</u> Bindery Operator	<u>CLASS NUMBER:</u> 52711	<u>BARGAINING UNIT:</u> 07
--	--------------------------------------	--------------------------------------

EFFECTIVE DATE:
03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Prepares printed material for finishing by folding, cutting, inserting, collating, drilling holes, stitching, punching, padding, gluing & wrapping by hand or with aid of machine.

Receives, stocks & delivers paper stock & printed materials.

MAJOR WORKER CHARACTERISTICS:

Knowledge of equipment safety practices*. Skill in operation of bindery equipment. Ability to demonstrate dexterity & use hands skillfully; carry out detailed but simple written or oral instructions; read, copy & record figures accurately.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 mos. trg. or 6 mos. exp. in operation of bindery equipment.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to dangerous machinery.