



**CLASS TITLE:** Bindery Operator II

**CLASS CODE:** 7332

**PAY GRADE:** 205

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