



IRVINE UNIFIED SCHOOL DISTRICT

BINDERY ASSISTANT

DEFINITION:

Under the supervision of an assigned supervisor, performs a variety of printing facility functions; operates and maintains peripheral finishing equipment; sorts, counts and collates printed materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Sorts, counts, collates and wraps printed material.
- Supplies and stocks paper for press and copier operators.
- Properly labels and identifies items for delivery.
- Delivers printed materials and maintains records of deliveries.
- Cleans, adjusts and maintains assigned equipment.
- Lifts and moves cartons of paper as needed.
- Picks up and delivers related items throughout District community; drives a vehicle to conduct work.
- Operates office and finishing equipment including a photocopier, collator, power stapler, paper drill, automated paper cutter, padding press, automatic folder and cellophane heat sealer; operates a forklift, pallet jack, hand truck and electric cart.
- Maintains bindery area in a clean, safe and orderly condition.

QUALIFICATIONS GUIDE

Knowledge of:

- Print shop methods, materials and machinery.
- Practices and procedures for cleaning and maintaining assigned print shop equipment.
- Basic filing and record-keeping techniques.
- Safe and efficient operation of assigned equipment and vehicle.
- Health and safety regulations.
- Interpersonal skills using, tact, patience and courtesy.
- Oral and written communication skills.

Ability to:

- Prioritize work orders and shipment schedules.
- Meet schedules and time lines.
- Produce completed products per written directions.
- Perform basic maintenance and upkeep procedures on assigned equipment.
- Maintain accurate records and inventory.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Operate assigned finishing equipment.
- Operate a forklift.
- Understand and follow oral and written instructions.
- Make mathematical calculations with speed and accuracy.
- Observe health and safety regulations.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Valid forklift certification within a designated probationary period.
- Valid California Class C driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate assigned equipment.
- Walking or standing for extended periods of time.
- Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100 pounds with assistance.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above shoulders and horizontally.
- Hearing and speaking to exchange information.

WORK ENVIRONMENT:

Print shop environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Driving a vehicle to conduct work. Noise from equipment operation. The noise level in the work environment is usually loud. Hazards include:

- Working around or with machinery having moving parts.

Previously Revised: 06/2017