

**Job Title: Bindery Technician**  
**Department: Bindery/Finishing**  
**Reports To: Director of Operations**

Wage Type.....Hourly  
Normal Working Hours.....3:00p to 1:00a Monday thru Thursday

**Summary**

This is a lead position for second shift. Position requires quality work produced on time within production standards and job specifications. Prepares workload schedule to meet customer timeframe requirements. Ensures that maintenance on all bindery equipment is being performed on a regular basis for optimum output. Works closely with other staff members to exceed customer satisfaction and service expectations. Contributes to work environment that fosters pride in being part of a winning team and promotes personal growth.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Complete knowledge of the Bindery department – Collator/Stitcher, Perfect Binding, Folders and Cutters.
- Use manual tools to set up equipment, replace wearable parts.
- Set up assigned machines to specifications. Make adjustments as needed to maintain specifications and operating speed.
- Ensure the completion of jobs meeting quality and quantity requirements.
- Perform all required maintenance to machines according to departmental procedures.
- Complete and maintain all required paperwork, records, documents, etc.
- Follow and comply with all safety and work rules and regulations. Maintain departmental housekeeping standards.

**Qualification/Job Requirements**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have the ability to read and comprehend job tickets, customer specifications, and memos. Ability to effectively communicate with other employees of the organization. The ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. The ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

**Education and/or Experience**

Must have a high school diploma and one to three years related experience; or a combination of education and experience.

**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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands, fingers and arms; and talk and hear. The employee must regularly lift and/or move up to 55 lbs and occasionally lift and/or move up to 60 lbs by hand.

**Work Environment**

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The noise level is usually moderate.