

Killeen Independent School District
Job Description

Job Title: Press-Bindery Technician
Reports To: Print Shop Lead
FLSA Status: Non-exempt

SUMMARY:

Sets up and operates cylinder-type printing press and bindery equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Press:

Verifies size, color, and type of paper and color of ink from job order.

Cleans inking rollers with solvent and replaces them in press.

Adjusts controls to regulate volume of ink.

Adjusts, positions, and locks plate on cylinder of press.

Adjusts feed guides, grippers, and elevator or hand-feeding press.

Starts press and runs off proofsheets.

Follows the job ticket for instructions to print job and label the job for delivery.

Identifies different types of paper stock.

Operates the DPX 4.

Operates the 4 color Sakuari press.

Operates the 2 color Hamanda press.

Operates the right angle folder.

Operates the Rosbach 6 packet bindery.

Performs weekly maintenance on equipment and on the Heidelberg Kord, when necessary.

Reports job status at the end of each day to the Pre-Press Technician.

Bindery:

Organizes bindery work.

Operates all bindery equipment.

Punches holes in paper sheets.

Creases and compresses signatures prior to affixing covers.

Fastens sheets, signatures, or other printed materials together, or adjusts or tends machine that inserts wire or plastic binding strips into punched holes to fasten pages and covers together.

Feeds covers, signatures, and sheets into various machines for collating, stitching, trimming, folding, ruling, stapling, roughing, indexing, gluing, and perforating operations.

Removes, stacks, and packs printed material in various stages of completion on pallets, as it accumulates, on delivery table of machines.

Examines stitched, collated, bound, and unbound publications to ascertain that pages are bound in numerical or folio order according to sample copy, and for such defects as imperfect bindings, ink spots, torn, loose, and uneven pages, and loose or uncut threads.

Inserts illustrated pages, extra sheets, and collated sets into catalogs, periodicals, directories, pocket portfolios, or looseleaf binders, and inserts sheets and applies labels to envelopes or periodicals by hand or machine.

Places paper jackets on acceptable books.

Wraps product in plastic, using shrink-wrapping machine, packs products in boxes, and tapes lids of boxes shut.

Records daily production.

Cleans work area around machine.

Performs maintenance on bindery equipment.

Performs other such tasks as may be assigned by the Print Shop Supervisor.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) and one year experience in press operations.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively with customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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 of this job.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and reach with hands or arms. The employee is frequently required to walk. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK 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.

While performing the duties of this job, the employee works near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment is usually moderate.

Revised Date: May 22, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

