

Job Description

Job Title: Bindery Operator

Date Updated: October 2010

Department: Bindery

Payroll Status: Hourly Nonexempt

Hours: Rotates between 1st, 2nd and 3rd shift. Weekends and overtime as required.

Skill Set Requirements: This position will be semi-skilled in all, proficient in 3 or more and expert in 1 or more skill sets of trim, fold, stitch and diecut.

Purpose of the Position: The primary purpose of the Bindery Machine Operator position is to convert flat press sheets to the finished product as specified on the job ticket. This can include cutting, folding, stitching, die cutting, laminating, and any other processes associated with the bindery.

Responsibilities:

Sets up and operates the various bindery machines to produce a job in an efficient and timely manner while meeting the customer's and TSG's quality standards.

Checks work and assumes responsibility for accuracy and quality before passing the job on to the next step.

Follows company schedule for lubrication and routine maintenance of bindery equipment. Cleans and replaces component parts of the bindery equipment according to schedule and as required. Performs emergency maintenance, when necessary.

Reports unusual wear, machine noises, and other faults of the bindery equipment to the Bindery Manager.

Delivers the job in the correct manner as specified by the customer. Can include packing and batching.

Complies with company Current Best Operating Methods and policies for equipment operation.

Complies with all policies in the employee handbook and all relevant local, state, federal, and OSHA safety regulations, including hearing protection, lock out tag out, hazard communication, and personal protective equipment .

Complies with company and manufacturer's safety requirements for operating bindery equipment. Uses proper procedures to ensure that safety devices are working (e.g. guards).

Follows company recommended techniques for lifting, stacking, manipulating, and handling materials.

Maintains a clean work area by properly storing supplies and materials, removing waste, keeping areas surrounding worksite clean, and cleaning and storing tools.

Follows company procedures for storing raw materials, work in process, and finished products.

Applies procedures and techniques used to minimize paper waste and spoilage and waste disposal in bindery and finishing operations (e.g. trim, makeready, and spoilage).

Properly accounts for materials and time worked to appropriate jobs using the Shop Floor Data Entry system. Documents additional job information when required.

Performs various other miscellaneous duties as assigned by the Bindery Manager.

Reports to/Supervises:

Reports directly to and receives training, supervision, coaching, evaluation, and assistance from the Bindery Manager. When assigned, directs the work of Bindery Helpers and temporary employees assisting on machines.

Equipment Used:

Cutters, folders, stitcher, die cutter, laminator, multibinder, shrink wrapper, drill, tab cutter, round corner, hand stitchers, scale, hand truck, utility knife, tape dispenser, and any other equipment assigned to the bindery

Knowledge and Skills Required:

The Bindery Machine Operator must be able to set up, run, and maintain any of the machines in the bindery. Must understand the work flow and sequence of production operations in the bindery and shipping departments. Must also understand the characteristics of common types of packaging materials and the factors which affect their quality for use in cartons and containers. Thorough understanding of how paper characteristics affect binding and folding as well as the impact of input quality on the binding and finishing process (e.g. imposition, layout, customer furnished materials, etc.). Knowledge of the internal and external product identification systems (e.g. skids, bags, bar codes, etc.). Basic math skills including addition, subtraction, multiplication, division, and converting fractions into decimals and vice-versa. Ability to solve ratios and proportions from job ticket, read and calculate weight measurements. Must be able to read and estimate measurements of time, apply rounding and estimating to solve paper and material problems, and read and use a ruler, tape, or other calibrated scale to measure various lines and stacks of materials. Strong interpersonal communication skills and ability to work within a team environment. Good problem solving skills to be able to recognize, identify, analyze, generate alternatives, and communicate with others about problem situations.

Mental and Physical Requirements:

The Bindery Machine Operator must be able to perform the following job related functions: hear and speak effectively in order to communicate with regular and temporary employees; read both handwritten and typed notes; write and type documents and messages; evaluate own work; adapt to changes in customer's specifications and standard operating procedures; handle multiple tasks simultaneously and prioritize them; work under conditions caused by deadlines; bend, stretch, reach, and kneel to perform duties of the position; lift repetitively and move at least 50 pounds; and stand for prolonged periods of time. Must also be able to satisfy the Knowledge and Skills requirements and fulfill the responsibilities of the position with or without a reasonable accommodation (as defined in the Americans With Disabilities Act of 1990).