

HONBLUE

JOB DESCRIPTION

Position Title: Bindery Operator

Date: November 2, 2021

Department: Digital Printing

Status: Full Time - Non-Exempt

Supervision: Works under the general supervision of the Production Manager

Primary Purpose: performs a variety of bindery and finishing functions as specified on work orders; producing high quality work that meets or exceeds the Company standard and meets customer deadlines. Prepare and deliver bulk mail to the USPS BMEU.

Essential Duties:

- Read and interpret job tickets and work orders
- Use a computer to enter information into the job tracking system
- Perform quality checks, and adjust equipment, as needed.
- Operate fold/score equipment
- Operate and maintain the cutter
- Operate and maintain UV coating machine
- Perform hand bindery functions that cannot be accomplished by machines
- Package Jobs for Distribution or Delivery
- Prepare mail for delivery
- Maintain safe and clean work area. (vacuum, sweep, trash)
- Order parts and consumables for bindery department
- Maintain machine logs and produce reports
- Perform other duties as assigned

Other Duties:

- Trouble shoot and maintain bindery equipment
- Keep the department neat and clean
- Assists in other production departments, as needed.

Working Conditions: Indoor air-conditioned work area. Exposed to fumes and noise associated with normal print plant operations. Exposure to inks, toners and solvents.

Work Hours: 40 hours per week. Flexible assignments; generally, from 8:30 a.m. to 5:00 p.m., Monday - Friday.
Overtime, holidays, and weekends as required.
Hours are subject to change based on business needs.

Dress Code: Business casual, covered shoes

Equipment Used: Guillotine cutter, UV Coater, variety of small bindery machinery, postage machine, forklift, Company vehicle, multi-line telephone

Physical, Mental and Communication Demands:

- Lift 50 pounds
- Stand for extended periods, bend, reach, squat, push and pull

- Walk/Climb stairs and perform work without a hand-held aid (e.g., cane)
- Discern full spectrum of colors
- Must like working with hands
- Ability to follow instructions and safety procedures
- Communicate effectively; speak, understand, read, and write English
- Good memory for numbers
- Collaborate with other employees in a team environment
- Work with high degree of accuracy with minimum supervision
- Ability to work in a multi-tasked, fast paced environment, meeting stringent deadlines with a positive “can do” attitude.
- Good work ethics

Skills/Knowledge:

- Ability to operate a computer and a variety of bindery machinery effectively and efficiently
- Average math skills to include ability to: add/subtract/divide/multiply in all units of measure, using whole numbers/common fractions/decimals. Ability to compute rate/ratio/percentage.
- Problem solving skills.
- Intermediate level mechanical aptitude
- Greet all internal and external customers with a SMILE
- Valid driver’s license, clean abstract

Education/Training:

- High School Diploma or equivalent required
- Valid driver license, Clean abstract

Experience:

- Previous production experience preferred.
- Mechanical troubleshooting experience, helpful

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. HONBLUE has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.