

BOOKBINDER (NY HELPS PROGRAM)

General Statement of Duties and Responsibilities

Under supervision, performs tasks involved in operating various commercial grade machines which assemble, drill, glue, fold, cut and bind printed material and/or binds and repairs books, portfolios, and periodicals; performs related work.

Examples of Typical Tasks

Adjusts machines for paper size and weight, number of copies and pages, and position of folds and stitches as required.

Programs memories of cutting machines.

Hand jogs material before or after placement in machine.

Prepares test copies. Checks for completeness and accuracy of the print job. Fine tunes machines settings for best possible result. Obtains supervisor approval.

Monitors machine run and checks job for completeness.

Clears paper and stitcher jams. Replenishes paper or glue as necessary.

Performs routine record keeping regarding quantity and running time

Removes assembled, drilled, glued, folded, cut or bound material from machines; loads materials onto wagons or places in boxes; delivers same to distribution unit.

Cleans and changes rollers as necessary, oils machines, removes scraps from moving parts, cleans and oils stitchers and heads. Changes drilling table as needed.

May repair broken book bindings and torn book leaves. May repair and mount maps.

May bind loose pages into book or other bound forms. May patch and bind old records.

May crease paper to afford greater facility in turning pages. May gilt-edge pages and inscribe lettering on book covers.

Reports need for repair and replacement of equipment.

BOOKBINDER (NY HELPS PROGRAM) (continued)

Qualification Requirements

1. A four-year high school diploma or its educational equivalent and one year of satisfactory full-time experience in operating various commercial grade machines which assemble, drill, glue, fold, cut and bind printed material; or
2. Three years of satisfactory bookbinding experience operating various commercial grade machines as described in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above.

Note:

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into “Bookbinder (92105)” as competitive class employees.

Probationary Period:

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.