

July 1, 1999

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **BINDERY WORKER II**

##### **DEFINITION:**

Under general supervision, to set up and operate a variety of bindery equipment; and to perform related work.

##### **DISTINGUISHING CHARACTERISTICS:**

This is the journey-level class in the Bindery Worker series. Positions classified at this level may be underfilled at the Bindery Worker I level in accordance with the City's Career Advancement Program. This class differs from the next higher class, Bindery Worker III, in that the latter leads the work of subordinate Bindery Workers and performs skilled repair, maintenance and servicing of bindery equipment.

##### **\* EXAMPLES OF DUTIES:**

- Operates a variety of bindery equipment such as paper collators, cutters, drills, stitchers, trimmers, folders, padders, and high speed duplicators;
- Cleans, maintains, and makes simple repairs and adjustments to bindery machines;
- Works under close technical supervision in learning to operate offset printing machines;
- Maintains records;
- Assists in training other employees;
- Performs other related duties.

##### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Six months of successful experience operating bindery equipment.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.