

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

BINDERY WORKER III

DEFINITION:

Under general supervision, to perform complex bindery work; to perform skilled repair, maintenance, and servicing of bindery equipment; to lead the work of other bindery workers; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the super-journey/lead classification in the Bindery Worker series. This class is distinguished from Bindery Worker II in that Bindery Workers III are responsible for performing complex bindery work and performing skilled repair and maintenance work on bindery equipment.

*** EXAMPLES OF DUTIES:**

- Leads and trains subordinates and participates in the operation of a variety of bindery equipment such as paper collators, cutters, drills, stitchers, trimmers, folders, padders, and high speed duplicators;
- Performs complex bindery projects;
- Performs skilled repair, maintenance and servicing of bindery equipment;
- Inspects and replaces circuit boards, relays, blades, roller bearings, timing chains, and other defective parts;
- Sets up adjustment levels and numerical dials;
- Trains bindery workers in the operation of new equipment and assists them in setting-up the more difficult bindery jobs;
- Provides technical information related to bindery work to City employees;
- Maintains service records;
- Works under close technical supervision in learning to operate offset printing machines;
- Performs 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 performing bindery tasks at a level equivalent to the City's Bindery Worker II class.

- * **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.