



# **City of Phoenix**

## **REPRODUCTION AND BINDERY EQUIPMENT OPERATOR**

**JOB CODE 02010**

Effective Date: 08/97

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to operate a variety of equipment to assemble reproduced material into booklets, pads and packets. Reproduction Equipment and Bindery Operators operate hydraulic paper drills, program cutters, folders, automatic/semi-automatic collators, and staplers to prepare reproduced material for distribution, and receive training on offset press equipment. Work is performed under the close supervision of a Printing Services Foreman. Positions are located within the City Clerk Department's Printing Services Section.

### **ESSENTIAL FUNCTIONS:**

- Operates high-speed photocopiers and assembles material into final format;
- Assembles boxed or bundles of forms, pads, pamphlets, or other materials for distribution;
- Cuts paper to desired sizes using a programmable paper cutter;
- Operates a folding machine, setting the machine for the required number and sizes of folds;
- Drills holes in assembled material using hydraulic paper drill;
- Sets up and operates a stitching machine, paper collator, shrink wrap machine, and stapler, and a spiral, velo, and perfect binder;
- Delivers completed jobs using a 3/4-ton van;
- Uses a computerized printing management system to collect data on time and material usage;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Automatic/semi-automatic equipment used for folding, cutting, collating, punching, and stapling.



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Skill in:

- The use and operation of a variety of reproduction and related equipment.

Ability to:

- Move objects weighing up to 50 pounds distances of up to 30 feet.
- Work independently within established procedures and policies.
- Comprehend and make inferences from materials written in the English language.
- Learn job-related work primarily through observation, and oral and written instructions given in the English language. This learning takes place mainly in an on-the-job training setting.
- Work cooperatively with other City employees.
- Work safely without presenting a direct threat to self or others.
- Enter data into a computer terminal, PC, or other keyboard device.

### **Additional Requirements:**

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.
- Some positions require the use of a personal or City vehicle on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Six months of work experience with reproduction and bindery equipment. Other combinations of education and experience that meet the minimum requirements may be substituted.