

NO RTEC JOB SPECIFIC SKILLS COMPETENCY

BINDERY WORKER

DOT: 653.685-010 / O*NET-SOC: 51-5011.02 SVP 4

Job Description: Tends various machines and equipment and performs various tasks involved in binding books, periodicals, and pamphlets, and assembling related printed materials in accordance with work order specifications. *Physical Demands* -Mildly active w/light lifting, carrying, or moving (up to 20 lbs); *General Educational Development:* R2 M2 L2; *Aptitudes* - Average Spatial, Form Perception, Motor Coordination, Finger Dexterity and Manual Dexterity.

CORE SKILL COMPETENCIES/INDICATORS:

1. Can demonstrate ability to identify basic components of binding operations. (S)
2. Can demonstrate familiarity with industry-specific tools and equipment, and their use (*identify*). (R, T)
3. Can demonstrate proper techniques used to adjust and activate bindery machine to meet specifications. (S, T)
4. Can demonstrate ability to appropriately select, load, and adjust workpieces and machine parts, using hand tools. (S, T)
5. Can demonstrate ability to feed books and related articles, such as periodicals and pamphlets, into binding machines, following specifications. (S, T)
6. Can demonstrate ability to punch holes in paper sheets and fasten sheets, signatures or other materials, manually or by machine. (T)
7. Can demonstrate ability to properly adjust or tend machine that inserts wire or plastic binding strips into punched holes to fasten pages and covers together. (S, T)
8. Can demonstrate ability to insert illustrated pages, extra sheets, and collated sets into catalogs, periodicals, directories, and other printed products, and apply labels to envelopes, using hands or machine. (S, T)
9. Can demonstrate ability to apply adhesive tape, mylar strips and intex tabs to sheets by machine. (S, T)
10. Can demonstrate ability to examine printed material and related products for defects and to ensure conformance to specifications. (IN, S, T)
11. Can demonstrate ability to crease and compress signatures prior to affixing covers, using press or by hand. (S, T)
12. Can demonstrate ability to imprint or emboss lettering, designs, or numbers on cover, using gold, silver, or colored foil and stamping machine. (R, S, T)
13. Can demonstrate ability to place paper jackets on finished books in an appropriate manner. (S, T)
14. Can demonstrate ability to appropriately remove printed material or finished product from machines or conveyor belts and stack on pallets or skids. (S, T)
15. Can demonstrate ability to wrap product in plastic, using shrink-wrapping machine, and appropriately pack product in boxes. (S, T)
16. Can demonstrate ability to maintain records of daily production, using specified forms. (IN, S)
17. Can demonstrate ability to clean work area and maintain equipment and work stations, using hand tools. (R, S, T)
18. Can demonstrate understanding of industry-specific safety standards and emergency procedures. (R, IN, S, T)
19. Can demonstrate ability to perform basic arithmetic operations, including computation of percentages, weights and measures. (IN, S)
20. Can demonstrate ability to serve customers and maintain courteous relationships with customers in person and/or by telephone. (IN, I)