

SCHOOL DISTRICT OF ALACHUA COUNTY

TECHNICIAN -- BINDERY

JOB DESCRIPTION

FLSA: Non-Exempt **BARGAINING UNIT ELIGIBILITY:** Yes
PAY GRADE: 23 **SALARY SCHEDULE:** Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Minimum of one (1) year successful experience in bindery work.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles, practices and materials necessary in bindery work. Knowledge of the occupational hazards and safety precautions relating to the position. Skill in the use of tools and equipment used in the trade. Ability to communicate effectively both orally and in writing. Able to follow verbal and written instructions. Ability to prioritize and meet established deadlines. Ability to maintain equipment in a safe working order. Ability to establish and maintain effective working relationships with staff, administrators, and outside agencies.

REPORTS TO:

Director -- Purchasing

JOB GOAL

To operate bindery equipment and perform other phases of bindery work in a safe and efficient manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Perform binding tasks such as cutting, folding, trimming, stapling
- *(2) Operate equipment (paper cutting machine, folder, stapler, perforator, drilling machine, automatic collator, numbering machine) used in the binding process.
- *(3) Package printed materials for Distribution.
- *(4) Maintain bindery equipment in a safe working order.
- *(5) Adhere to applicable safety standards.
- *(6) Attend all staff meetings and workshops.
- *(7) Assist with maintaining a clean and orderly environment.
- *(8) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(9) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- *(10) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(11) Demonstrate initiative in the performance of assigned responsibilities.
- *(12) Demonstrate support for the school district and its goals and priorities.
- *(13) Exhibit interpersonal skills to work as an effective team member.

TECHNICIAN -- BINDERY (Continued)

- * (14) Follow attendance, punctuality and proper dress rules.
- * (15) Maintain confidentiality regarding school/workplace matters.
- * (16) Maintain expertise in assigned area.
- * (17) Manage time efficiently.
- * (18) Model and maintain high ethical standards.
- * (19) Participate in cross-training activities as required.
- * (20) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (21) Prepare all required reports and maintain updated and accurate records.
- * (22) Represent the District in a positive and professional manner.
- * (23) Respond to inquiries and concerns in a timely manner.
- (24) Perform other duties as assigned.
- * (25) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 02

Adopted 8/2/11