



THE UNIVERSITY of TEXAS
HEALTH SCIENCE CENTER
at HOUSTON

	DATE REVISED June 3, 2005
JOB TITLE Bindery Equipment Operator I	JOB CODE 8733
FLSA STATUS Nonexempt	UNIT/DEPARTMENT HSC-General / Auxiliary Enterprise
REPORTS TO: Print Shop Supervisor	SUPERVISES:

POSITION SUMMARY:

Performs skilled work involving operation of offset duplicating equipment and related machines.

POSITION KEY ACCOUNTABILITIES:

1. Wraps, collates, folds, binds, and punches materials.
2. Operates copier of offset printer.
3. Logs in jobs and performs other related paperwork.
4. Delivers jobs to clients.
5. Logs in jobs and performs other related paperwork.
6. Other duties as assigned

CERTIFICATIONS/SKILLS:

MINIMUM EDUCATION:

High school diploma or equivalent.

MINIMUM EXPERIENCE:

Six months of experience in the operation of offset duplicator, paper cutter, paper drill, perforator and associated bindery equipment.

PHYSICAL REQUIREMENTS:

Exerts up to 50 pounds of force occasionally and/or up to 20 pounds frequently and/or up to 10 pounds constantly to move objects.

SECURITY SENSITIVE: This job class may contain positions that are security sensitive and thereby subject to the provisions of *Texas Education Code § 51.215*