



	<b>DATE</b> June 2, 2005
<b>JOB TITLE</b> Bindery Equipment Operator III	<b>JOB CODE</b> 8780
<b>FLSA STATUS</b> Nonexempt	<b>UNIT/DEPARTMENT</b> HSC – General / Auxiliary Enterprise
<b>REPORTS TO:</b> Director	<b>SUPERVISES:</b> Bindery Equipment Operators I and II

**POSITION SUMMARY:**

Plans, schedules, and supervises the work of other Bindery Equipment Operators for the completion of all work orders, on schedule, and for the participation in the completion of work in the bindery unit.

**POSITION KEY ACCOUNTABILITIES:**

1. Operates bindery and finishing equipment in the bindery unit of the Print Shop.
2. Produces high quality work within established production schedules.
3. Plans the work schedule to ensure the work flow through the unit is smooth and deadlines are met.
4. Maintains the bindery equipment and solves ordinary equipment or process problems.
5. Provides work direction and guidance to personnel within the department. May lead projects and activities.
6. May perform other duties as assigned.

**CERTIFICATIONS/SKILLS:**

None.

**MINIMUM EDUCATION:**

High school degree or equivalent.

**MINIMUM EXPERIENCE:**

Two years of experience in the operation and maintenance of bindery and other associated equipment, plus supervisory experience.

**PHYSICAL REQUIREMENTS:**

Exerts up to 100 pounds of force occasionally and/or up to 50 pounds frequently and/or up to 20 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*