

# Newport News Public Schools

## Job Description

**Job Title:** Bindery Technician  
**Position Code:** 5N51, EN51, VN51  
**Job Classification:** Non-Exempt

**Supervisor:** Coordinator II, Print Shop  
**Pay Grade:** 12  
**Contract Length:** 11 Months

### Job Summary

This is semi-routine technical work, operating a variety of duplicating and related equipment, assisting in the assembly and distribution of printed materials. The work is checked daily.

### Essential Duties

1. Prompt and regular attendance at work.
2. Operates laminating and folding machine.
3. Operates paper cutter.
4. Operate pallet jack.
5. Operates shrink wrap machine and packages printed material for distribution.
6. Sorts internal mail
8. Provide necessary binding and distribution services to support the production of NNPS information in technically accurate and timely manner.
9. Setup, adjust, and operate bindery equipment for individual print jobs.
10. Perform incidental hand tasks such as folding, collating, gluing, jogging, trimming, padding, and binding as well as assembling, stuffing and properly packaging/addressing envelopes and boxes for distribution.
11. Load, unload, move or stack paper, supplies, and printed materials by hand, forklift, hand truck, or other available equipment.
12. Maintain professional customer relations, and notify customers of job completion.
13. Accurately record statistical data for bindery and distribution activities.
14. Maintain good housekeeping habits and comply with safety requirements in all facets of work assignments.
15. Models nondiscriminatory practices in all activities.

### Other Duties

Performs any other related duties as assigned by the Coordinator II – Print Shop or any other appropriate administrator.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess High school education or equivalent and a minimum of two (2) years experience operating bindery and related equipment and procedures or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Demonstrated skill in the safe operation of a pallet jack. Ability to read and comprehend simple instructions, short correspondence and memos. Ability to apply common sense understanding to carry out simple oral or written instructions. Ability to deal with standardized situation with only occasional or no variation. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to organize work, estimate time, and materials required. Ability to work effectively with others. Ability to compute in all units of measure, using whole numbers, common fractions and decimals. Ability to work independently in a fast paced environment. Ability to advance with changing technology as it becomes available.

### Working Conditions and Physical Requirements

Occasionally required to stand; walk; climb; balance; bend; stoop; kneel; twist/turn; push/pull up to fifty (50) pounds of force on a regular and recurring basis. Specific vision abilities required by this job include close vision, color vision and peripheral vision. Also the ability to be exposed occasionally to fumes, toxic or caustic chemicals, and exposure to high noises level. Exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Duties are normally performed inside and outside in a print shop environment. The noise level in the work environment is sometimes loud but usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Coordinator II, Print Shop

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Duplicators & Bindery Clerk will be required to follow any other instructions and to perform any other related duties as assigned by the Coordinator II, Print Shop or appropriate supervisor. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

Supervisor

Date

**I acknowledge that I have received and read this job description.**

Employee Name (Print) Signature

Date