



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

BINDERY WORKERS

Class Title	Class Code	Pay Band	Alt Pay Band*
Bindery Workers-B	V5011B	30	
Bindery Workers-O	V5011O	35	
Bindery Workers-A	V5011A	40	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Set up or operate binding machines that produce books and other printed materials. Include hand bindery workers.

Nature of Work

Bindery workers set up, operate, and maintain machines that perform various tasks which include folding, gluing, stitching, stapling, and trimming to create a finished product that will be seen by the public. Bindery workers first assemble the books and magazines from large, flat, printed sheets of paper. They then operate machines that fold printed sheets into "signatures," which are groups of pages arranged sequentially. They then assemble the signatures in sequence and join them by means of a saddle-stitch process or perfect binding (where no stitches are used).

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role assist in all aspects of bindery operations, and employees apply bindery concepts, operate machines, and carry out steps for project completion.

Recommended Education and Experience for Full Performance

Eighth grade education.

Minimum Qualifications

Eighth grade education.

Operational

- Employees in this Role are able to independently operate high volume bindery equipment.
- Employees train others in bindery operations; and review work orders to determine job requirements.

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- Employees set up and operate stitches, perforating machines, multi bin collators, paper joggers, automatic folding machines, automatic drills, special binding machines, and shrink wrapping machines; apply padding compound to produce pads and utilize taping procedures to produce bound books.

Recommended Education and Experience for Full Performance*

High School diploma or GED and six (6) months relevant experience in bindery work or bookbinding.

Minimum Qualifications

High School Diploma or GED.

Advanced

- Employees in this Role oversee the most complex bindery functions including but not limited to high volume, high speed, or highly specialized bindery applications.
- Employees regularly train others and design and implement improvements to daily operations.

Recommended Education and Experience for Full Performance

High School diploma or equivalent and one (1) year experience in bindery work or bookbinding.

Minimum Qualifications

High School diploma or GED and three (3) months relevant experience in bindery work and/or bookbinding.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Skills

Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Operation and Control — Controlling operations of equipment or systems.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at

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inappropriate times.

Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

Speaking — Talking to others to convey information effectively.

Time Management — Managing one's own time and the time of others.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 09/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.