

FINISHING WORKER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class.
Class specifications are not intended to reflect all duties performed within the job.*

DEFINITION:

Under general supervision, in the Print and Mail Services Division of the Public Works Department, performs tasks that complete final processing of printed materials, including operating and maintaining a variety of manual and powered bindery and/or mailing machines; serving as a backup driver on established County pickup and delivery routes; and performing other related work as required.

DISTINGUISHING CHARACTERISTICS:

This class performs a variety of tasks that are associated with postproduction finishing and mailing operations, including operating and maintaining a wide range of specialized equipment, such as multi-station inserters, and various bindery machines. This classification is distinguished from the Duplicating Machine Operator series in that the latter performs the primary tasks associated with print production work. Incumbents receive work directions from the Print & Mail Services Supervisor.

TYPICAL TASKS:

- Set up, operate, and maintain multi-station inserters, mail meters and various bindery equipment such as automatic collators with in-line double head stitchers, multi-plate automatic folders, jogging and binding machines, paper drills, electric staplers, padding presses, and manual/powered paper cutters
- Trouble-shoots machine malfunctions and stoppages, making necessary adjustments or repairs to ensure proper operation
- Collate, assemble, and bind printed materials by hand into pads, pamphlets or small books by means of chemical process, glue, plastic binding or electric stitching
- Move printed materials, printing supplies, and paper stock within work location
- Serve as back up driver for established County pickup and delivery routes

MINIMUM QUALIFICATIONS:

License Required: Possession of a valid California Motor Vehicle Operator's License. Out of State valid Motor Vehicle Operator's License will be accepted during the application process.

Experience: One (1) year of full-time experience in a mail processing operation including operating and maintaining multi-station inserters and mail meters or one (1) year of full-time experience in a bindery production environment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Mail processing and handling equipment such as multi-station inserters and mail meters
- Bindery equipment such as collators, folders, stitchers, and paper cutters
- Proper settings, adjustments, and maintenance of mail processing and bindery machines
- Basic mechanical principles related to paper handling and processing machines
- U.S. postal regulations and rates
- Simple arithmetic and record-keeping procedures

Ability to:

- Set up, operate, and maintain various mail processing and bindery equipment efficiently and safely
- Troubleshoot machine malfunctions and perform minor repairs and adjustments
- Prepare and maintain records and production reports
- Lift and carry objects weighing up to 50 pounds
- Operate a vehicle safely
- Perform simple arithmetic calculations involving addition, subtraction, multiplication, and division of whole numbers
- Deal tactfully and effectively with others
- Understand written and oral instructions

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