

Casing-In Operator with Trimmer

- Coordinates and carries out activities required to properly and safely trim and case-in book blocks.
- Obtains and interprets job orders.
- Enters necessary job order information into casing-in unit computer prior to running job.
- Sets up machine to job specification.
- Checks quality of materials used; loose signatures, square book blocks, proper backing and head, tailband, etc.
- Feed cases, crash and paper and glue to machine; uses electric pallet truck to move materials as needed.
- Completes all necessary paperwork, production reports, and machine log books for accurate reporting purposes.
- Checks quality of work being produced: (glue coverage, proper jacket quality, square-in case, even crease, proper case fit, insure stackers properly set to prevent damage to cased-in and/or jacketed books).
- Directs crews to proper work stations; set-up and close-out procedures (carton unit set-up, over component count, machine area clean-up, etc.) and to proper handwork area when machine is down.
- Reports all unsafe acts of crew members, unsafe and/or improperly functioning machine conditions, quality problems, incorrect/questionable job order information including any failure to reach/obtain order quantities to supervisor immediately.
- Change knives as needed, make trimmer pressure pad using bandsaw.
- Minor mechanical repairs, empty trash and clean machine.
- Assist jacketer operator with troubleshooting.
- Assist maintenance with major mechanical problems and repairs.
- Assist with training others as needed.

PREFERRED SKILLS

- Casing-In Operator experience
- Bindery Experience
- Printing Industry Experience
- Experience as a lead & or directing a crew

REQUIRED SKILLS

- Good reading comprehension
- Basic math skills including calculation of decimals/fractions
- Must be able to use a ruler and calculator
- High degree of initiative and attention to detail needed
- Mechanical skills
- Machine operating experience
- Basic computer skills
- Self-discipline and self-motivation preferred.

EDUCATION

- High school diploma or GED preferred.

Please send me your resume for immediate consideration or come in and fill out an application for a possible on the spot interview.

Christy Bowman
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