

Binder Operator

Job Description: Coordinates the activities of employees assigned to the line to bind signatures into quality book blocks.

Essential Functions:

- Ensures proper glue application, spine wrap and formation of spine
- Oversees conveyor system (saws, hopper, guides and pressure for saw and belts) leading to stackers and trimmers.
- Responsible for setting scanner to ensure proper collation.
- Responsible for perfect bind preparations
- Maintains a ready supply of glue(s), End sheets, Spine Wrap, etc.
- Keeps hot melt glue pre-melters filled in order to have a ready-supply for production
- Determines types of cold glue needed for various weights of paper and oversees the changing of one type of glue to another
- Responsible for preparing the machine for paper covers
- Responsible for keeping the area clean and safe.
- Responsible for daily job report to summarize what has been completed for the shift and communicate any problems incurred.
- Second shift - Maintain machine and perform daily PM.
- Obtains and interprets job orders.
- Sets up machine to job specification.
- 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.
- Lube and clean machine as necessary.
- Drains and cleans the hot melt pots.
- Performs op. p/m responsibilities during scheduled p/m's
- Works with maintenance personal to correct any mechanical or electrical problems during scheduled preventive maintenance
- Assist with training others as needed

EXPERIENCE AND QUALIFICATIONS

- Ability to lift up to 50 pounds
- Able to stand for long periods of time
- Ability to read job bags and use a ruler
- Work overtime as need
- Strong attention to detail
- Must be able to work 12 hour shifts (7:30am-7:30pm or 7:30pm-7:30am) including weekends and holidays