

## Casing Operator with Trimmer

Job Description: Coordinates and carries out activities required to properly and safely trim and case-in book blocks.

### Essential Functions:

- 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, 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 band saw
- Minor mechanical repairs, empty trash and clean machine
- Assist jacket operator with troubleshooting
- Assist maintenance with major mechanical problems and repairs
- 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