

Wright State University
BARGAINING UNIT JOB SPECIFICATION
Bindery/Bulk Mail Technician (BBIND)

I. JOB INFORMATION

Job Title: Bindery/Bulk Mail Technician (BBIND)

Job Class: 75053 FLSA Status: Non-Exempt Bargaining Unit: TM

II. JOB SUMMARY

Under general supervision, performs bindery tasks by hand or machine, and/or bulk mail processing using standardized methods and procedures.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- **Sets up, operates and maintains bindery equipment to finish materials printed on offset presses and high speed duplicators. Also required to do hand work finishing.**
- **Prepares U.S. Postal Service mail and materials for internal distribution. Includes operating and maintaining computerized equipment and/or hand-sorting per U.S. Postal Service regulations.**
- **Operates and maintains other bulk mail and bindery equipment.**
- **Receives, stocks and distributes paper stock and printed materials.**
- **Assists in other areas of Printing Services when necessary.**

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma or equivalent, and three years of full-time experience in operating bindery or bulk mail-related equipment in a printing or mailing environment is required. Must be able to make minor repairs on bindery and bulk mail equipment. Must be able to read, write and comprehend common vocabulary.

V. WORKING CONDITIONS

Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, working in awkward positions handling equipment and materials. Exposure to unpleasant odors and/or high noise levels may exist. Any combination of overtime, shift work, weekend and holiday work may be required.

VI. WSU TESTING/EXAMINATIONS REQUIRED

A pre-employment physical examination may be required before original appointment. An annual physical exam may be required.

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

- Must currently have possessed a valid U.S. driver's license for at least one year*.
- A Forklift Operator license/certification is required within sixty (60) days of employment in this position. The license/certification that pertains to this job must be obtained after initial employment or promotion. In the case of initial employment, failure to obtain said license/certification within the time limits stated shall result in separation from the University. In the case of promotion when the license/certification should have been obtained within one year of entry into the position, the affected employee shall be returned to their former bargaining unit position and shall displace the bargaining unit employee holding their former position. If the required license/certification should have been obtained more than one year after entry into the position, the affected employee shall be separated from the University.

*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the requirements of Risk Management for employees who drive under these circumstances.

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.