



Job Posting

Posting & Application Period:
March 14 to April 4, 2023 (by 5 pm)

Journeyman Bindery Operator

DEPARTMENT: Legislative Service Bureau (LSB) – Legislative Printing Division
STATUS & HOURS: Full-Time – 37.5 hours per week | 7:00 am to 3:00 pm, Monday - Friday
MINIMUM PAY RATE: \$29.76 per hour based on 10-1-21 Union Contract
JOB LOCATION: LSB Print Shop, 3350 Ranger Road, Lansing, MI

GENERAL DESCRIPTION OF DUTIES

This individual is responsible for operating all bindery equipment at the LSB Printing Division, which includes stitcher-trimmers, paper cutters, folding machines, perfect binder, paper punch, material handling equipment, and other various binding machines. Position requires repetitive lifting of materials weighing 40 to 50 pounds and making deliveries to vendors and customers. The work is performed under the immediate direction of a foreman and under the general supervision of a division director. Job duties include, but are not limited to:

1. Sets up and runs various bindery equipment in full-size, commercial-style printing company.
2. Checks and controls the quality of product throughout the production run. Performs continuous visual inspection of work to ensure the highest quality possible. Brings questionable or sub-standard quality product to the supervisor or a co-worker's attention.
3. Responsible for routine preventive maintenance, troubleshooting, and minor repairs.
4. Utilizes computerized Print Management System to track print orders.
5. Hand-folds, gathers, and inserts various printed material as directed.
6. Prepares and wraps materials for delivery, including shipping and receiving duties.
7. Maintains a neat and clean work area at all times.
8. Performs all duties safely and in accordance with safety rules and regulations.
9. Maintains a high level of confidentiality on all matters.
10. Makes deliveries to legislative buildings in the Lansing area and vendors as needed.
11. Performs other duties as assigned.

MINIMUM QUALIFICATIONS and ABILITIES

- Must possess high school diploma or GED Certificate.
- Must be in good physical condition to lift 40 to 50 pounds repetitively with ability to stand, stoop, kneel, and bend.
- Team-oriented with good communication and problem-solving skills. Strong customer-service orientation.
- Strong attention to detail and ability to meet deadlines.
- Knowledge of occupational hazards and necessary safety precautions.
- Excellent work attendance and punctuality a must.
- Ability to learn and operate a forklift.
- Thorough knowledge of several different disciplines in bindery department required, which may be attained through a previous apprenticeship program or a minimum of 4 years' trade experience.
- Ability to understand and carry out oral and written instructions.
- Must possess valid Michigan driver's license with a history of safe driving.
- Must be able to perform the essential functions of the position.
- Must be willing and able to work overtime and irregular hours as needed, including evenings, weekends, and holidays.

HOW TO APPLY

Online applications only are being accepted through the State of Michigan's NEOGOV system at governmentjobs.com/careers/michigan. Applicants must include the following two items as separate attachments in their online application: 1) cover letter outlining interest and qualifications, and 2) resume. **The deadline to apply is 5 pm on Tuesday, April 4, 2023.** Current Legislative Council employees who wish to apply should contact the LSB Human Resources Office at HumanResources@legislature.mi.gov or call 517-373-9643.

ADDITIONAL REQUIREMENTS and INFORMATION

The Legislative Council is a nonpartisan legislative information and service agency. The LSB's Legislative Printing Division is a union shop that provides composition and printing services for the production of legislative materials. This is an unclassified, non-Civil Service position in State government. All Legislative Council employees are considered "at-will," with the exception of LSB Printing Division union members. Employees are required to be non-partisan.

For questions, call the Legislative Service Bureau Human Resources Office at (517) 373-9643.

The Legislative Council accepts resumes and applications for employment only for current position vacancies. The Legislative Council is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record or handicap. If an accommodation is needed during the application process, contact the LSB Human Resources Office.