

### **1.2.11 BINDER**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in performing all the work related to the binding of books and other documents, such as layout, transformation, repair and decoration.

#### **Characteristic functions**

The employee in this class of employment repairs and binds books and other documents. He or she prepares the books and performs various binding operations, such as cutting, assembling booklets, folding, gluing, sawbinding and sewing. He or she trims book covers with appropriate materials.

He or she carries out gold tooling and engraving as well as the embossing of titles.

He or she classifies the books by category and may advise on whether it is worthwhile to bind or repair certain books. He or she determines the kind of binding and may choose the colours.

He or she keeps an inventory of materials, makes sure that the materials are available and takes part in preparing and monitoring the budget of his or her sector.

He or she determines the cost of bound books or of books to be bound and verifies the quality of the work completed.

As part of his or her duties, the employee may be required to operate machines used in industrial, commercial or edition binding.

He or she must maintain equipment and make minor repairs.

He or she prepares reports, as needed.

He or she may be required to train new binders and to coordinate the work of support staff.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling and experience

Hold a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have two (2) years of pertinent experience.