

Material Handler - Job Description

Reports To: Line Supervisor

Department: Manufacturing

Summary: Loads, unloads, and moves materials within or near plant, yard, or work site by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Reads work order or follows oral instructions to ascertain materials or containers to be moved.
- Opens containers.
- Loads and unloads materials onto or from pallets, trays, racks, and shelves by hand.
- Loads materials into vehicles and installs strapping, bracing, or padding to prevent shifting or damage in transit.
- Conveys materials from storage or work sites to designated area.
- Secures lifting attachments to materials and conveys load to destination or signals crane or hoisting operators to move load to destination.
- Counts, weighs, and records number of units of materials moved or handled on daily production sheet.
- Attaches identifying tags or labels to materials or marks information on cases, bales, or other containers.
- Loads / unloads trucks for shipping and receiving as needed.
- Stacks or assembles materials into bundles and bands bundles together.
- Clamps sections of portable conveyor together or places conveyor sections on blocks or boxes to facilitate movement of materials or products.
- Removes samples of materials, labels with identifying information, and takes samples to laboratory for analysis.
- Lifts heavy objects by hand or with power hoist, and cleans work area, machines, and equipment to assist machine operators.
- Makes simple adjustments or repairs such as realigning belts or replacing rollers.
- Assembles crates to contain products such as machines or vehicles.
- Shovels materials such as glass, gravel, metals, plastics, or chemicals, into machine hoppers into containers such as gay lords or bins.
- Operates industrial truck or electric hoist to assist in loading or moving materials and products.
- Operates skid steer as needed in building and yard.
- The ability to move quickly by running occasionally from machine to machine in the extrusion process.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Previous manufacturing experience preferred but not required.

Language Ability:

Ability to speak and understand directions in English with a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

Math Ability:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations by reading and understanding units of measurement such as; size, weight, volume, and distance.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Ability to understand and comply with company safety procedures.

Computer Skills:

Ability to read and understand instructions in English presented on a computer screen.

Certificates and Licenses:

Forklift operator – Preferred but not required

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts. The noise level in the work environment is usually loud.

While performing the duties of this job the employee is occasionally exposed to high heat environments and changing temperatures during cold weather.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 50 pounds. While performing the duties of this job, the employee is primarily required to stand; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The worker is required to have visual acuity to perform an activity such as: operating machines such as conveyors, processing equipment, power saws and

mills where the seeing job is at or within arm's reach; performing mechanical or skilled trades tasks of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. The worker is required to have visual acuity to operate motor vehicles or heavy equipment.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbent will follow any other instructions, and perform any other related duties, as may be required by the supervisor.

ACKNOWLEDGED: Employee

Date:

PRINTED NAME