

Job description

Job Title: Material Handler

Reports To: Production Manager

Department: Production

Summary:

Assists the production floor in providing necessary materials to all stations, keeping production running, while also removing completed work to maximize work flow; Move WIP throughout production floor to next station in process; Maintains organization throughout shop floor, and assists in the overall placement of products and materials to increase floor space, eliminate safety concerns, and increase overall efficiency and flow.

Duties:

- Utilize forklift to move materials and product throughout shop floor
- Analyze production schedule and prepare and provide necessary material to designated areas in a timely manner to ensure maximum work flow and production
- Gather information to evaluate current work processes in order to determine the flow of work, time requirements, and materials needed to perform specified tasks.
- Assist in the assembly and/or production of product as needed.
- Assist in the operation of equipment as needed.
- Performs related tasks, as required.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Analytical** – Gathers and analyzes information skillfully; Works well in problem solving situations; Uses reason when prioritizing tasks.
- **Technical Skills** – Ability to safely and effectively move product throughout the facility manually, as well as by forklift.
- **Interpersonal** – Be able to communicate concerns and suggestions with other staff, leads, and management effectively
- **Organizational Skills** – Maintain organization in all areas, ensuring WIP, material

and product is in its respective areas; Assist in keeping materials labeled and store properly.

- **Strategic Thinking** – Review, analyze, and implement effective strategies on product movement, placement, and delivery, to assist in maximizing work flow and production in all areas assigned; Adapts to changes in the work environment; Manages competing demands.
- **Dependability** – Follows instructions, responds to management direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate individual with an alternate plan.
- **Safety Focused** – Approaches all tasks with Safety in mind.

Qualifications:

To perform the 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 Equivalent.
- **Language Ability:** Ability to accurately read, analyze, and interpret a production schedule. Ability to communicate with production floor staff, leads, and Plant Manager effectively to ensure all production needs are being met.
- **Reasoning Ability:** Ability to define where production needs are required, and prioritize needs to ensure maximum production is being met in all areas.
- **Time Management:** Ability to effectively manage time to ensure all duties are being completed in a timely manner. Ability to accomplish additional tasks assigned in a manner in which it does not hinder, or delay, production needs. Ability to complete all tasks daily, and ensure next shift is prepared in a way that it does not delay startup.*

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 regularly exposed to work near moving

mechanical parts. The employee is occasionally exposed to fumes or airborne particles and risk electrical shock. The noise level in the work environment is usually loud. The employee is exposed to fluctuating temperatures, including hot and cold weather, due to the facility not being climate controlled.

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.

- Sitting long periods of time
- Standing long periods of time
- Walking
- Occasionally lift and/or move up to 70 lbs.
- Twisting, Turning and Bending, with and without a load.
- Climbing stairs