



# Material Handler

## SUMMARY

To operate industrial forklift truck to perform material handling assignments. Identify and transport material to and from storage areas, loading docks and production line.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Obtains copy of production schedule or shipping order and transports material or equipment to and from designated areas in the facility.
- Identifies many types of raw material, in process or finished product, equipment, or processing materials. Checks identification of materials to be moved, cross-references with production schedule or shipping schedule, and moves to required location. Reports inconsistencies or problems to supervisor.
- Familiarizes self with productive capacity of machines or loading schedule of shipping services to assure prompt delivery of required items to proper destination, so that equipment does not shut down for lack of supply.
- Keeps tally or count of product moved and reports to production planning department.
- Uses snips to open loads, removes strapping and wrapping and disposes of safely in designated containers or areas. Places protective materials around load and uses hand or automatic strapping equipment to secure loads for in-plant handling, interim storage, or final shipment to customers.
- Handles and piles drums or other supplies being delivered to in-plant departments. Opens railroad cars, sweeps for cleanliness. Places and removes dock plates at railroad cars. Adjusts dock plates to truck floor surface at shipping dock.
- Removes empty skids and stacks skids in designated area.
- Services truck, changing propane tanks or batteries, changing oil and water etc. Reports mechanical or electrical difficulties to truck garage mechanic.

## ADDITIONAL RESPONSIBILITIES

- May also use hand-powered trucks or similar powered vehicles.
- Assists product repair department, as available, to repack reworked product and in filling out product for full skid loads.
- May handle and dump scrap or spoilage into compactor or baler and activate compacting cycle.

## QUALIFICATIONS

- Frequently sitting on a powered industrial truck.
- High degree of attention required to prevent injury to others.
- Ability to move or lift 40-pound wooden skid or pallet.
- Satisfactorily passed in-company forklift driver training program or demonstrates in a "road test" safe handling of a forklift truck based on training and experience elsewhere.

**EDUCATION and/or EXPERIENCE:** One to three months related experience and/or training; or equivalent combination of education and experience. No degree is required.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**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.

**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. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.