



# JOB DESCRIPTION

**Job Title:** Material Handler  
**Reports To:** Warehouse Lead

**Location:** Clintonville  
**Department:** 506

## Principle Duties and Areas of Responsibility

- › Receives, locates, and transfers materials accurately and in a timely manner
- › Opens containers utilizing hand tools, counts and weighs materials and records information as needed.
- › Identifies damaged materials and records material shortages
- › Loads and unloads materials onto and from a variety of containers including but not limited to trucks, boxes, totes, racks, pallets; utilizes appropriate tools to accomplish task
- › Transports incoming and outgoing materials to designated areas throughout the shop utilizing appropriate tools/vehicles to accomplish task including but not limited to forklift or pallet jack
  - Forklift Primary Duties:
    - Moves levers and presses pedals to drive truck and control movement of lifting apparatus
    - Positions forks, lifting platform, or other lifting device under, over, or around loaded pallets, skids, boxes, products, or materials or hooks tow trucks to trailer hitch, and transports load to designated area
    - Unloads and stacks material by raising and lowering lifting device
    - Lubricates truck, recharges batteries, fills fuel tank, or replaces liquefied gas tank
- › Inventories materials on work floor, and supply workers with materials as needed.
- › Weighs materials or products and records weight on tags, labels, or production schedules if necessary
- › Loads or unloads materials onto or off of pallets, skids, or lifting device
- › Assists machine operators as needed by lifting heavy objects by hand or by use of power hoist
- › Maintains a safe, clean working environment
- › Participates in quality improvement efforts
- › Performs required administrative tasks; such as recording materials movement throughout shop in ERP system (Epicor)
- › Performs other related duties as assigned by management

## Skills and Abilities:

- › Ability to work with minimal supervision.
- › Commitment to excellence and high standards
- › Excellent written and oral communication skills
- › Strong organizational, problem-solving, and analytical skills
- › Ability to manage priorities and workflow
- › Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- › Acute attention to detail
- › Proficient Hand Held computer for tracking all material related transactions
- › Proven ability to handle multiple projects and meet deadlines
- › Strong interpersonal skills.
- › Ability to understand and follow written and verbal instructions.



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### Qualifications:

- One to two years related experience or equivalent.
- Familiarity with shipping practices and handling methods.
- Forklift certification required, but will train right candidate.

**Direct Reports:** None

### Physical Requirements:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Use these codes to complete this section: "F" for frequently; "O" for occasionally; "N" for not at all.

#### Physical Activity

On the job the employee must:

- |                                       |               |
|---------------------------------------|---------------|
| (F) Bend                              | (O) Sit       |
| (F) Squat                             | (F) Stand     |
| (O) Crawl                             | (F) Walk      |
| (O) Climb                             | (F) Push/Pull |
| (F) Kneel                             |               |
| (F) Handle objects (manual dexterity) |               |
| (F) Reach above shoulder level        |               |
| (F) Use fine finger movements         |               |
| (F) Repetitive movement               |               |
| ( ) Other _____                       |               |

Must carry/lift loads of:

- (F) Light (up to 25lbs.)  
 (F) Moderate (25-50lbs.)  
 (O) Heavy (over 50lbs.)

#### Physical Exposure

On the job the employee:

- (F) Is exposed to moderate or excessive (circle) noise  
 (F) Is around moving machinery  
 (F) Is exposed to marked changes in temperature and/or humidity  
 (F) Is exposed to dust  
 (O) Is exposed to fumes  
 (F) Drives motorized equipment  
 (O) Works in confined quarters  
 (N) Unprotected heights  
 ( ) Other \_\_\_\_\_

#### Physical Ability:

- Vision:  Good  
 Color Vision:  Normal  
 Hearing:  Normal  
 Talking/Speech:  Good

#### Acceptable Minimum

- Poor  Blind  
 Impaired  
 Moderate Loss  Deaf  
 Fair  Mute



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**APPROVALS:**

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Randy Stroik, Manager

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Date

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Human Resources

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Date

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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