



JOB DESCRIPTION

Job Title: Material Handler - Production
Exemption Status: Non-Exempt
Department: Fabrication

Job Specifications:

EDUCATION	High School Diploma or equivalent
JOB RELATED EXPERIENCE	1-3 Years Manufacturing experience preferred
SUPERVISION GIVEN	None
SUPERVISION RECEIVED	Advanced Manufacturing Supervisor

Job Summary: The Material Handler in production is responsible for picking parts from laser-cut sheets using their hands, packaging parts on pallets and moving parts using a forklift.

Job Duties and Responsibilities include the following:

1. Handle assorted steel raw material and steel scrap
2. Separate/ "pick" parts from skeletons that are cut on the laser and stack onto pallet/containers
3. Package parts using banding or shrink wrap, as needed
4. Safely operate forklift to load and unload material and to move completed parts
5. Occasionally kit parts that go to welding
6. Operate small hand & power tools
7. Maintain work area and production equipment in clean and orderly condition
8. Follow all standard safety regulations
9. Perform work in a manner that all products conform to prescribed quality standards
10. Use and understand Global Shop system for data collection, work instructions, routers and prints
11. Participate in and support continuous process improvement

Other duties may be assigned that pertain to the classification.

Qualifications:

To perform this job successfully, an individual must be able to carry out 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.

Knowledge & Experience:

- Ability to safely and effectively operate equipment
- Proficient with counting and mathematical equations
- Ability to read and interpret documents
- Ability to communicate orally or in written form effectively with personnel
- Certified forklift operator (preferred)
- Knowledge of manufacturing processes (preferred)

Physical Demands:

Frequent lifting of up to 50 lbs. Frequent bending, stooping, squatting, pushing, pulling, walking, sitting and standing for 9 hours per day. Must have communicable range of hearing and sight with or without the use of aids. Requires exposure to a typical manufacturing area where environment is affected by outside temperatures and machining.