



FELLING TRAILERS, INC.

POSITION DESCRIPTION

Job Title: Material Handler

Pay Level:

Exemption Status: Non-Exempt

Department: Materials

Authorization: _____

Date: October 8, 2014

JOB SPECIFICATIONS

FACTOR

LEVEL

Education:

High School
Forklift Certification

Related Experience:

1 year

Supervision Given:

None

Supervision Received:

Material Handling Supervisor

Job Summary:

The Material Handler is responsible for operating forklifts in a safe and efficient manner to transport raw materials, parts, components and subassemblies to and from storage areas and to the production floor.

Essential Specific Job Duties:

1. Conducts forklift safety check before use.
2. Fuels forklifts as needed.
3. Unloads steel and freight as needed.
4. Moves snow in yard with Bobcats/tractor.
5. Keeps forklifts clean and washed.
6. Adheres to quality standards at all times.
7. Adheres to safety standards at all times.
8. Unlocks and locks gates and buildings as needed.

Essential Specific Job Duties (Continued):

9. Loads and unloads forklifts with raw materials, parts, components and subassemblies as needed.
10. Delivers raw materials, parts, components and subassemblies to work stations in a safe and timely fashion to assure uninterrupted production.
11. Stores goods in warehouses and storage areas in proper locations.
12. Maintains storage areas and all work areas in a clean, orderly and safe fashion.
13. Conducts cycle counting and inventory counting as needed.
14. Notifies the supervisor of any observed inventory discrepancies.

Essential Universal Job Duties:

15. Improves self in any way possible to enhance job performance.
16. Promotes **Felling Trailers, Inc.**, its mission, values, programs and achievements to the public and other employees.
17. Identifies organizational problems and opportunities for improvement and brings solutions and suggestions to management's attention.
18. Functions as a team member by assisting, supporting and encouraging other employees in any way possible

Non-Essential Job Duties:

19. Performs related work as required, willingly and eagerly.

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.

Descriptive factors are defined and abbreviated as follows:

- N/A – Not applicable
- O – Performed occasionally 20 –50%
- EF – Essential function: Essential job functions are defined as those responsibilities that are required to be done by the job.
- S – Seldom performed 1-20%
- R – Performed regularly 50 – 100%

Physical Demands	N/A	S	O	R	EF	Working Conditions	N/A	S	O	R	EF
Standing				X	X	Extreme Heat 80 > degrees		X			X
Sitting				X	X	Temperature Changes				X	X
Lifting 0 – 30 lbs.				X	X	Noise > 80 decibels				X	X
Lifting 30 – 50 lbs.				X	X	Vibration				X	X
Lifting 50+ lbs.		X			X	Heights		X			X
Carrying 0-30 lbs.				X	X	Work Outdoors				X	X
Carrying 30-50 lbs.				X	X	Work with People				X	X
Carrying 50+ lbs.		X			X	Work around People				X	X
Pushing				X	X	Work alone		X			X
Pulling				X	X	Substance Exposure	N/A	S	O	R	EF
Grips/Grasps				X	X	Acids, Corrosives	X				
Finger Movement		X			X	Epoxies	X				
Reaching/Stretching				X	X	Dust				X	X
Walking			X		X	Fumes				X	X
Climbing		X			X	Mists	X				
Running	X					Gases				X	X
Jumping	X					Chemicals	X				
Rapid Work Speed				X	X	Body Fluids	X				
Bending			X		X	Equipment	N/A	S	O	R	EF
Speaking Clearly			X		X	Motor Vehicles	X				
Hearing Conversation			X		X	Hand Tools				X	X
Hearing High Acuity	X					Machinery				X	X
Seeing – Near				X	X	Machine Tools	X				
Seeing - Far				X	X	Lifts				X	X
Depth Perception				X	X	AV Equipment	X				
Color Perception	X					Personal Computer		X			X
Typing/keyboarding		X			X	Office Machines	X				
Writing		X			X	Protective Clothing	N/A	S	O	R	EF
Filing	X					Facial Covering	X				
						Latex/Vinyl Gloves				X	X
						Safety Glasses				X	X