



FELLING TRAILERS, INC.

POSITION DESCRIPTION

Job Title: Scheduling Coordinator

Pay Level:

Exemption Status: Non-Exempt

Department: Scheduling

Authorization: _____

Date: August 8, 2019

JOB SPECIFICATIONS

FACTOR

LEVEL

Education:

High School

Related Experience:

3 years

Supervision Given:

None

Supervision Received:

Master Scheduler

Job Summary:

The Scheduling Coordinator is responsible for planning and adjusting production schedules through the ERP system from order entry through shipping in accordance with customer demand and production constraints to maximize production efficiency.

Essential Specific Job Duties:

1. Keeps abreast of changes, developments and new products in his/her area of responsibility and advises management of potential applicability.
2. Conducts special studies and analysis in his/her area of responsibility as directed.
3. Reviews the status of trailers which have been entered into the system.
4. Coordinates production priorities with sales and production personnel and gets differences reconciled.
5. Monitors production on a continuous basis and makes adjustments to maximize efficiency and meet customer deadlines.
6. Creates work orders to generate parts and sub-assemblies.
7. Releases jobs and work orders.

Essential Universal Job Duties:

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

Non-Essential Job Duties:

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