



# JOB DESCRIPTION

**Job Title:** Material Handler

**Job Code:**

**G3 Plant:** Mosinee

**FLSA Status:** Non-exempt

**Department:** 710

**Reports To:** Shipping and Receiving Lead

## **Scope and Purpose:**

Under the direction of the Shipping and Receiving Lead, the material handler will manually or by forklift move materials, supplies, and finished goods to designated places in the facility or onto trucks for shipping.

## **Principle Duties and Areas of Responsibility:**

- ▶ Stage and provide production employees with materials to assemble the product and ensure smooth flowing production.
- ▶ Must keep all components organized and demonstrate good housekeeping standards.
- ▶ Must properly identify all jobs/materials (travelers, weights, piece counts, etc)
- ▶ Must assist set-up operations with materials for production.
- ▶ Must be flexible and run production and/or work in different departments as needed
- ▶ Must be organized and need little supervision

## **Skills and Abilities:**

- ▶ Material handling experience helpful.
- ▶ Must be able to drive a forklift and be eligible to for Forklift certification
- ▶ Must be familiar with other material handling equipment.
- ▶ Must be familiar with proper inspection equipment, including, but not limited to, gauges, fixtures, etc.
- ▶ Basic computer skills and knowledge helpful.

**Direct Reports:** None



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## 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  
 (N) Crawl        (F) Walk  
 (O) Climb        (F) Push/Pull  
 (F) Kneel  
 (F) Handle objects (manual dexterity)  
 (F) Reach above shoulder level  
 (O) Use fine finger movements  
 (F) Repetitive movement  
 (    ) Other \_\_\_\_\_

Must carry/lift loads of:

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

### Physical Ability:

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

### Physical Exposure

On the job the employee:

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

### Acceptable Minimum

- Poor             Blind  
 Impaired  
 Moderate Loss     Deaf  
 Fair             Mute