

HARPER INTERNATIONAL

POSITION DESCRIPTION

The Position Description is the tool used by Harper International to communicate and clarify the essential job functions, establish the basis for performance expectations, and identify training needs for each position.

Part I - Reporting Structure

Name:	Date: 2011
Job Title: Material Handler	Department: Manufacturing
Reports To (Position): Plant Superintendent	Supervises (Positions): None
Status: Non-Exempt	Pay Grade: D
Completed By (Name): HR Manager	

Part II – Position Objective

Perform all aspects of materials handling including the loading, unloading, transporting/distributing, and storing of all parts/materials/supplies in a safe & efficient manner. Responsible for general maintenance in the fabrication shop and yard, including cleaning and repairs.

Part III – Job Responsibilities

Primary Duties:

1. Operates Industrial fork lift truck.
2. Loads and unloads materials onto or from pallets, trays, racks, and shelves. Loads and unloads trucks, vans, flatbeds, ocean containers, etc.
3. Loads materials into vehicles and installs strapping, bracing, or padding to prevent shifting or damage in transit, using hand tools.
4. Conveys materials to or from storage or work sites to designated area, using shop material handling equipment such as pallet jacks, fork trucks, two wheel carts, etc.
5. Uses Harper's established protocols to attach identifying tags or labels to materials or marks information on cases, bales, or other containers.
6. Assembles & disassembles crates using hand tools in order to pack or unpack parts/materials.
7. Helps to maintain a clean and orderly inventory area to facilitate safe & quick access to parts/supplies.
8. Helps to maintain buildings and grounds as directed by Manager.
9. Other duties as assigned by Manager.

IV – Knowledge, Skills, Education

Knowledge, Skills, Education

1. Must have 3-5 years relevant experience
2. Must be able to demonstrate how to safely operate a forklift.
3. Skilled trades experience a ++
4. Must be willing to take direction from others
5. Must possess an aptitude for “teamwork”

V – Working Conditions

1. Fabrication shop environment.
2. Lifting and carrying up to 50 lbs.
3. Operating manual pallet jacks, hand trucks and dollies as well as industrial forklift truck(s)

VI. 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.

The employee must regularly lift and/or move up to 50 pounds. While performing the duties of this job, the employee is regularly required to sit, stoop, kneel, crouch or crawl and talk. The employee is frequently required to stand, walk, use hands, reach with hands and arms and hear. The employee is occasionally required to climb or balance.