

# 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**

**Job Title:** Material Handler

**Department:** Manufacturing

**Reports To (Position):** Manufacturing Manager

**Supervises (Positions):** None

**Status:** Non-Exempt

**Pay Grade:** D-A

**Completed By (Name):** John Schenk

**Last revision date:** April 2025

### **Part II – Position Summary**

The Material Handler supports receiving, material movement, packaging, and shipping activities for the production and delivery of engineer-to-order high-temperature industrial furnace systems. This role plays a key part in the manufacture of new equipment and the fulfillment of customer replacement part orders. Responsibilities include loading and unloading shipments, building crates and skids, staging materials for production, unpacking inbound goods, assisting in inspections, participating in the teardown, packaging, and crating of finished equipment. The Material Handler works in a cross-functional team environment and must be capable of using forklifts, cranes, and rigging equipment to handle heavy and complex components safely

### **Part III – Job Responsibilities**

1. Load and unload trucks using forklifts (up to 10,000 lb) and overhead cranes (2–7.5 tons).
2. Move materials and equipment throughout the facility to support production, assembly, shipping, and customer replacement orders.
3. Unpack inbound materials, open crates, and stage items for inspection, inventory, or production use.
4. Build and label crates and skids; perform hands-on crating, packaging, and staging of equipment and materials for shipment.
5. Participate in equipment teardown, disassembly, labeling, crating, packaging, and shipment preparation.
6. Assist with documentation and inspection of incoming and outgoing shipments.
7. Maintain safe, clean, organized dock, staging, and storage areas.
8. Operate material handling equipment including forklifts, pallet jacks, and rigging tools.
9. Work collaboratively with the Shipping & Receiving Specialist and Manufacturing Manager to ensure efficient material flow and shipment execution.
10. Follow all safety procedures and contribute to continuous improvement
11. Perform other duties as assigned by management.

#### **IV – Knowledge, Skills, Education**

1. High school diploma or equivalent.
2. Minimum 2 years of experience in material handling or shipping/receiving in a manufacturing or industrial environment.
3. Experience operating forklifts, overhead cranes, and rigging equipment.
4. Hands-on carpentry experience is required; the ability to build wooden crates, skids, and packaging supports using hand and power tools.
5. Familiarity with packing, labeling, and documenting incoming and outgoing shipments.
6. Strong attention to detail and commitment to workplace safety.
7. Comfortable performing physical tasks and working around heavy industrial equipment.
8. Ability to read mechanical drawings, models, and technical documentation.
9. Proficient in rigging, lifting, and using cranes and forklifts.
10. Strong work ethic and ability to collaborate in a cross-functional team.
11. Must be willing to work overtime as necessary.
12. Must be willing to travel, both internationally and domestically, for extended periods of time if necessary.

#### **V – Working Conditions**

1. Work is performed in a manufacturing and assembly environment.
2. Requires standing, walking, bending, crawling, and lifting to 50 lbs.
3. Involves operating or working around manual pallet jacks, hand trucks, dollies, forklifts, overhead cranes, and heavy industrial equipment.
4. Use of personal protective equipment (PPE) is required, including safety glasses, steel-toe boots, gloves, and hearing protection.
5. Exposure to industrial noise, heat, and materials is typical in the work environment.
6. Occasional travel to customer sites may be required (up to 25%).

#### **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 talk. The employee is frequently required to stand, walk, use hands, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and hear. The employee is occasionally required to sit.

#### **VII - Compensation**

\$21.92-\$32.10 per hour based on education and experience

Harper International Corporation is an equal opportunity employer and does not discriminate on the basis of any legally protected status or characteristic. Protected veterans and individuals with disabilities are encouraged to apply.