

Materials Handler Position Description

Department: Production	FLSA Status: Non-Exempt
Reports to: Materials Manager	Date: 08-27-2019

Primary Function:

Assist in organization and inventory of yard materials.

Essential Duties and Responsibilities:

- Organize and inventory raw materials and other items in yard
- Move and stage items for storage or to designated area
- Ability to operate various type of equipment, including forklift
- Use various hand and power tools
- Perform other routine duties and assist others as needed.

Promote and actively embrace the concept of professionalism, with an emphasis on quality, commitment, integrity, ingenuity, teamwork, the community and the environment. Safety is a deeply rooted cultural value and it must be promoted and enforced at all times.

Minimum Qualifications/Experience:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Additional skills

Strong interpersonal skills and ability to work in a very dynamic environment – must have flexibility with an ability to focus. Must be able to work effectively with minimal supervision. Must be punctual and reliable.

Other Qualifications

The physical demands and work environment described here are representative of the conditions 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.

Physical Demands

While performing the duties of this Job, the employee is regularly required to walk and stand. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms and stoop, bend, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance; talk or hear and taste or smell. The employee must regularly lift and /or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment

While performing the duties of this Job, employee will be working outside and will be exposed

to all weather conditions. Employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; risk of electrical shock and vibration. The noise level in the work environment is usually loud.