

## HOURLY JOB DESCRIPTION

<b>Job Title:</b>	<b>Material Handler</b>	<b>Exempt Status: Non Exempt</b>
<b>Department:</b>	<b>Manufacturing</b>	<b>Revision Date: 5-15-2024</b>
<b>Reports to:</b>	<b>Manufacturing Mgr</b>	<b>Direct Reports: N/A</b>

### **Job Summary:**

This is an hourly, non-exempt position reporting to the Planner/Scheduler. The Material Handler utilizes hand trucks, forklifts, hoists, or other material handling equipment to move material to internal customers, from trucks and warehouse locations. May record flow information of materials and products. Performs a variety of tasks and works under moderate supervision.

### **Duties and Responsibilities:**

- Safely operate forklifts and other warehouse equipment. Follow all forklift operation and forklift safety rules
- Check in and put away material for manufacturing site.
- Deliver finished product or parts to other areas of the business
- Load and unload trailers
- Communicate with supervisor with any production issues
- Assist fabrication, assembly & paint personnel as needed
- Fill out daily Forklift checklist
- Utilizing BOMs and prints, keep fabrication, assembly, and paint supplied with proper materials
- Fill in as necessary in other areas of the shop(s)
- Miscellaneous duties as assigned by supervisor

### **Education / Training / Experience Required:**

- High school diploma or equivalent
- Prior manufacturing and material handling experience preferred
- Completion of PIT Training (Powered Industrial Truck Training)

### **Minimum requirements (training, experience, education):**

- Must be able to read, write and speak English
- Must be able to lift at least 50 pounds

**Physical Demands:**

	Amount of Time			
	None	Up to 1/3	1/3 – 2/3	2/3 or more
Stand				X
Walk			X	
Sit		X		
Use of hands and/or fingers to handle or touch				X
Stoop, kneel, crouch, squat, crawl or bend				X
Use of foot/feet to operate machine				X
Reaching		X		
Twisting		X		
Push/Pulling		X		
Repetitive motions with hands				X

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 or more
Up to 25 pounds			X	
Up to 60 pounds		X		
Up to 75 pounds	X			

Describe the specific job duties that require the physical demands selected above (The distance the material is carried, how high the material is lifted, etc.).

**Pick up incoming/outgoing/store materials, using proper lifting techniques, up to waist level, up to 60 pounds, carry up to 30 feet.**

**Tools and Equipment:**

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 or more
Forklift			X	
Lift Jack		X		
Computers			X	

**Work Environment:**

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 or more
<b>Wet conditions</b>		<b>X</b>		
<b>Work in high places (over 4 ft.)</b>	<b>X</b>			
<b>Toxic or caustic chemicals</b>	<b>X</b>			
<b>Outdoor weather conditions</b>		<b>X</b>		
<b>Exposure to construction/agriculture environmental factors such as dust, grease, airborne particles and associated odors</b>			<b>X</b>	

**Noise Level:**

\_\_\_\_\_ Very Quiet (Examples: Forest trail, isolation booth for hearing test)  
 \_\_\_\_\_ Quiet (Examples: library, private office)  
 \_\_\_\_\_ Moderate Noise (Examples: business office with typewriters and/or computer printers, light traffic)  
  X   Loud Noise (Example: normal shop conditions)  
 \_\_\_\_\_ Very Loud Noise (Examples: Jack hammer work, metal can manufacturing department)

Describe the specific job duties that are affected by the environmental conditions selected above.

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**Protective Clothing/Equipment Required:**

**Safety toed shoes (steel/composite). Additional PPE as required.**

**Approved by:**

**Name:**

**Title:**

**Signature:**

**Date:**

**Acknowledgement:**

I have read and understand this job description and believe it to be accurate and complete. I also understand that management retain the right to change this job description at any time, to keep it representative of this functional position.

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RBraun Inc., Management

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Date

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RBraun Inc., Employee

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Date