



Material Handler

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| Department: | <u>640 – Inventory Control</u> | Job Status: | <u>Full Time</u> |
| FLSA Status: | <u>Non-exempt</u> | Reports To | <u>Warehouse Manager</u> |
| Grade/Level: | <u>N/A</u> | % Travel Required: | <u>None</u> |
| Work Schedule: | <u>M-F, 6:00am – 2:30pm</u> | Positions Supervised: | <u>None</u> |

POSITION SUMMARY

The Material Handler is responsible for stocking material, pulling material for upcoming jobs, assisting production with material requests, maintaining a clean and organized work area, and all other tasks that are assigned.

KEY FUNCTIONS

- Conveys materials from storage or work sites to designated area by work ticket or specific instruction
- Loads and unloads materials onto or from pallets, trays, racks and shelves by hand
- Read work ticket or follows verbal instruction to obtain materials to be moved.
- Lifts heavy objects by hand or with forklift, clean work area.
- Safely operate all the necessary equipment in work areas. (Forklift, pallet jacks, dollies, hand trucks)
- Fills orders and issues materials and supplies per requests, document transactions appropriately, prepare issuance and return forms
- Inspect materials for damage and correct quantities
- Issues written and oral instructions.
- Assist with Inventory and Material Control
- Perform other duties as assigned

REQUIREMENTS (Education, Experience, Certifications, And Other Skills)

- High School Diploma/GED

- General Mathematical Skills
- Counting Skills
- Forklift experience
- Warehouse Experience a plus but no required
- Ability to read a tape measure
- Inventory knowledge preferred
- General/basic knowledge of electrical parts and hardware preferred but not required
- Computer knowledge preferred but not required
- Is Flexible
- Ability to work cooperatively with supervisor and coworkers
- Ability to understand and follow complex oral and written instructions
- Ability to perform responsibilities without the necessity of close supervision
- Ability to effectively communicate
- Ability to thrive in a fast pace environment
- Ability to meet attendance standards and work the hours necessary to perform essential job functions
- Able to multitask and maintain a positive attitude
- Observes all policies and procedures
- Must have the willingness to learn
- Detail oriented
- Keep a clean and organized work area
- Valid driver's license (company truck provided when local parts pick-ups are required)
- Must follow all MXS safety policies

PHYSICAL DEMANDS

- Ability to transport materials and equipment to complete assigned job tasks (up to 50 pounds frequently and up to 100 pounds with assistance)
- Ability to work at heights with various angles and surfaces which requires frequent bending, twisting, squatting, climbing, kneeling, crawling, turning, standing, and balance
- Ability to ascend and descend stairs, step stools, and ladders
- Ability to frequently bend, squat, stand, walk, push and pull up to 50 lbs., reach above shoulder level, have both arms and legs accessible, and perform manual dexterity

- Ability to work in confined spaces which requires kneeling, crouching and climbing ladders
- Ability to frequently utilize hand functions requiring fine motor skills including but not limited to: fine manipulation, grasping, and pinching
- Ability to frequently utilize gross motor skills including but not limited to: pushing, pulling, and reaching
- Ability to occasionally to remain in stationary position, to sit, climb, crawl, and kneel
- Ability to stand the majority of the day
- Ability to frequently read, comprehend, write, perform basic mathematic calculations, communicate orally, and reason and analyze

WORK ENVIRONMENT

Constantly works in conditions subject to excessive noise, extreme heat, extreme cold, and heights.

Employee Signature: _____ Date: _____

This document does not represent a contract of employment and is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities required. This job description is subject to change at any time.

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