



## Material Handler

**Job Title: Material Handler**

**Pay Range: \$11.00 to \$12.00**

### **JOB SUMMARY:**

To operate industrial forklift truck to perform material handling assignments. Identify and transport material to and from storage areas, loading docks and production line.

### **ESSENTIAL FUNCTIONS:**

1. Obtains copy of production schedule or shipping order and transports material or equipment to and from designated areas in the facility.
2. Identifies many types of raw material, in process or finished product, equipment, or processing materials. Checks identification of materials to be moved, cross-references with production schedule or shipping schedule, and moves to required location. Reports inconsistencies or problems to supervisor.
3. Familiarizes self with productive capacity of machines or loading schedule of shipping services to assure prompt delivery of required items to proper destination, so that equipment does not shut down for lack of supply.
4. Keeps tally or count of product moved and reports to production planning department.
5. Uses snips to open loads, removes strapping and wrapping and disposes of safely in designated containers or areas. Places protective materials around load and uses hand or automatic strapping equipment to secure loads for in-plant handling, interim storage, or final shipment to customers.
6. Handles and piles drums or other supplies being delivered to in-plant departments. Opens railroad cars, sweeps for cleanliness. Places and removes dock plates at railroad cars. Adjusts dock plates to truck floor surface at shipping dock.
7. Removes empty skids and stacks skids in designated area.
8. Services truck, changing propane tanks or batteries, changing oil and water etc. Reports mechanical or electrical difficulties to truck garage mechanic.

### **ADDITIONAL RESPONSIBILITIES:**

1. May also use hand-powered trucks or similar powered vehicles.
2. Assists product repair department, as available, to repack reworked product and in filling out product for full skid loads.
3. May handle and dump scrap or spoilage into compactor or baler and activate compacting cycle.

### **JOB QUALIFICATIONS:**

- Frequently sitting on a powered industrial truck.
- High degree of attention required to prevent injury to others.
- Ability to move or lift 40-pound wooden skid or pallet.
- Satisfactorily passed in-company forklift driver training program or demonstrates in a "road test" safe handling of a forklift truck based on training and experience elsewhere.