



Job Description

Job Title: *Material Handler*

Department: Extrusion

Reports To: Shift Foreman

FLSA Status: hourly, Non-exempt

Summary: Loads, unloads, and moves materials within or near plant, yard, or work site by performing the following duties.

Essential Duties and Responsibilities: Other duties may be assigned.

- Reads work order or follows oral instructions to ascertain materials or containers to be moved.
- Opens containers.
- Loads and unloads materials onto or from pallets, trays, racks, and shelves by hand.
- Loads materials into vehicles and installs strapping, bracing, or padding to prevent shifting or damage in transit.
- Conveys materials from storage or work sites to designated area.
- Loads material into Shredder/ Grinder as needed or directed.
- Counts, weighs, and records number of units of materials moved or handled on daily production sheet.
- Attaches identifying tags or labels to materials or marks information on cases, bales, or other containers.
- Loads truck for Industrial Truck Operator.
- Stacks or assembles trim materials into bundles and bands bundles together on pallets for grinding.
- Removes samples of materials, labels with identifying information, and takes samples to laboratory for analysis.
- Lifts heavy objects by hand or with power hoist, and cleans work area, machines, and equipment to assist machine operators.
- Makes simple adjustments or repairs such as realigning belts or replacing rollers.
- Cleans grinder and shredders as needed for material changes.
- Maintains and cleans dust filters as dictated by schedule.
- Assembles crates to contain products such as machines or vehicles.
- Shovels loose materials such as regrind plastics or pellets plastics into machine hoppers or into vehicles and containers such as wheelbarrows, scrap truck, or barrels.
- Operates industrial truck or electric hoist to assist in loading or moving materials and products.
- Participates in the taking of inventory as needed by supervisors.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies:

No competency or factor selected.

Qualifications: To successfully perform this job, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or 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.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

Computer Skills

Certificates, Licenses, Registrations

Certified Forklift License

Other Skills and Abilities

Other Qualifications

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.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms and climb or balance. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include color vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate.