

## Material Handler, 2<sup>nd</sup> Shift

Contact: Human Resources

Apply Online at [www.parkindustries.com](http://www.parkindustries.com)

### JOB SUMMARY:

The Material Handler is responsible for loading, strapping down and moving parts to routed areas. The Material Handler will use a crane, forklift, and truck to transport parts in a safe and effective manner to protect the paint and machine surfaces.

### ESSENTIAL DUTIES and RESPONSIBILITIES:

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All duties to be performed according to the established standard and in compliance with all company policies and procedures while maintaining regular, prompt attendance and availability to work outside of the standard shift hours as needed:*

- Transport parts between buildings or from vendor locations and unloads parts at correct location
- Use forklift and/or crane to load parts onto trucks/trailers and strap down to prevent shifting or damage in transit
- Follow computerized request system and oral/visual requests to prioritize needs and locate materials or parts to be moved
- Clean and organize work area, ensuring all straps and tie downs are in proper locations to avoid damage
- Complete daily safety inspections
- Complete preventive maintenance and keep work trucks neat and clean

*% of Total Time*

40%
35%
10%
5%
5%
5%

### OTHER DUTIES (non-essential):

- Provides backup support to the Team Lead and Manufacturing Supervisor as necessary
- Trains associates that are new to the department
- Perform other work-related duties as assigned

### EDUCATION AND EXPERIENCE QUALIFICATION REQUIREMENTS:

**Education** High School diploma or General Education Degree (GED)

#### Certifications

- Certified forklift and crane operator, or the ability to obtain certification
- Valid Driver's License
- Ability to pass DOT Medical Certification

### PREFERRED QUALIFICATIONS:

*To perform this job successfully, 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/Experience**

- Experience in a manufacturing environment

### **Computer Skills**

- Working knowledge of Microsoft Suite (Word and Excel), email systems, RiteTime, Ultipro and JDE
- Experience with manufacturing computer systems, including Design Review

## **PHYSICAL AND MENTAL DEMANDS:**

*The physical and mental requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.*

### **Language Ability**

- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers or associates of the organization
- Ability to lead to track departmental and associate level goals and accomplishments
- Ability to read and interpret mechanical blueprints

### **Math Ability**

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals

### **Reasoning Ability**

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form

### **Physical Demands**

- Frequently lifting from floor to waist level up to 50 lbs
- Frequently lifting from waist level to shoulder height up to 50 lbs
- Frequently required to walk, sit and climb or balance
- Frequently required to use hands to finger, handle or feel; reach with hands and arms; talk and hear
- Frequently required to stand, stoop, kneel, crouch or crawl
- Specific vision abilities required include color vision, close vision, distance vision and ability to adjust focus; peripheral vision and depth perception are also required

## **WORKING ENVIRONMENT:**

*The work environment characteristics described here are representative of those an associate encounters while performing the primary functions of this job.*

- Shop/Warehouse environment.
- The noise level in the work environment is usually loud.

- Frequently wet or humid conditions; outdoor weather conditions.
- Frequently working near moving mechanical parts.
- Regularly exposed to fumes or airborne particles as well as toxic or caustic chemicals

## **SAFETY AND ERGONOMIC REQUIREMENTS:**

- Must practice safe work practices at all times and report any unsafe conditions immediately
- Follow all personal dress requirements according to the established dress code and safety requirements
- Attend and participate in all required safety trainings