



## **Job Title: Material Handler**

Reports to: Material Handler Supervisor

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### **SUMMARY:**

Uses transport devices to transport, load and unload materials throughout the facility. Fills orders and monitors shortages of material supplies.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Works from a variety of prints, sketches, drawings, manuals, formulas, and verbal instructions to achieve specific requirements (mold maintenance, fitting, assembling, CNC machining, etc.)
- Maintains tolerances within stated levels
- Applies electrical, hydraulic and pneumatic standards to molds or other apparatus
- Trouble shoots basic electronic and/or hydraulic problems.
- Instructs and verifies work performed by others as directed
- Provides safe tools and processes for production
- Loads and unloads tools from transports
- Trains employees as needed
- Complies with all safe practices when working with large tools
- Knows, understands and complies with company quality policies and directives.
- Learns, supports and practices continuous improvement initiatives to improve processes
- Performs housekeeping functions before and after job.
- Understands and practices safe work habits at all times.
- Performs other duties as directed. (Duties may be assigned outside scope of core responsibilities).

### **QUALIFICATION REQUIREMENTS:**

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 OR EXPERIENCE:**

High school diploma or equivalent or one (1) year related experience and/or training; or equivalent combination of education and experience.

### **CERTIFICATION, LICENSES OR TRAINING:**

Must be able to obtain and maintain valid fork truck license. Required to take McGuire, Q, and Matsui training annually.

### **LANGUAGE SKILLS:**

Ability to read and interpret English language documents, such as instruction sheets, safety rules, and quality documents. Ability to communicate with co-workers and supervisors.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee must constantly focus, hear, and see. The employee is frequently required to climb, crouch, read, stoop, bend, reach, handle, grasp, sit, drive and lift/carry parts up to 50 pounds. The employee occasionally is required to talk. Work shift duration is either eight (8) or twelve (12) hours.

### **WORK ENVIRONMENT:**

While performing the duties of this job, the employee constantly works near moving mechanical parts/equipment and is exposed to dirt, dust and conditions of high heat and humidity. The noise level is usually loud.