

Fabriweld

CORPORATION

Material Handler

Reports To: Plant Manager
Status: Full Time

Revision Date: 03/23/2021
Department: Fabrication (360)

Position Overview: The Material Handler is responsible for organizing, locating and distributing in process materials within establishments.

Job Functions and Qualifications:

- **JOB MATERIAL STAGING**
 - Locate in process job materials from skids to designated staging areas.
 - Reads JobBOSS travelers and pack lists to determine best location for items being staged, gathered or distributed.
 - Enter staging location in JobBOSS
 - Move job materials from one production staging area to another based on the work center and/or status of the job.
 - Identify, tag and move completed jobs from staging area to shipping department.
 - Identify, tag and move parts ready for outside service to shipping department.
 - Identify, tag and move parts ready for paint to painting department.
- **INVENTORY**
 - Sort and place inventory materials or items on racks, shelves or in bins according to predetermined location
 - Move finished good materials to predetermined finished goods location.
 - Move unused materials from staging back to inventory or to the “bone yard” location for future use
- **OTHER**
 - Clean and organize staging and shop areas as directed.
 - Other duties as required and assigned.
 - Ability to apply common sense understanding to carry out simple one- or two-step instructions.
 - Ability to complete duties with limited supervision.

Essential Functions:

- Must be able to work in a shop floor environment, able to sit, stand, balance, stoop, kneel, walk and use fingers to feel objects, tools and controls.
- Occasional lifting of up to 40 pounds
- Hours for position are dictated by the workload and at times require more than a typical 40-hour work week.
*Overtime is paid when authorized.
- Some travel may be required.

Education/Experience:

- Previous experience mechanical/electrical/hydraulic experience is preferred.
- High school graduate or equivalent

Compensation:

- This is a full-time, performance-based position; wages are commensurate with skills and experience.
- Medical, vision, dental, life insurance, short term disability, 401K and profit-sharing plans are available upon completion of 60FOM days of employment.

Employee Name: _____

Date: _____

Employee Signature: _____

Date of Hire: _____