

MATERIAL HANDLING TECHNICIAN

Grade Level: 1

Location: Alpena

Classification: Non-Exempt

Job Code: MPUAMT

JOB DESCRIPTION

Works under the general direction of supervisor or leader. Duties include using appropriate methods to fill interplant and customer orders as well as loading and unloading materials to inside and outside warehouses. Works with stock pick lists, shop receiving documents and vendor receiving documentation performing the necessary transactions. Performs daily cycle counts and assists in annual inventory checks. Uses the integrated business system to manage stock locations. Tags purchased and manufactured parts with the proper Besser part number. Prepares parts for domestic or export shipments while conforming to shipping specifications, regulations and requirements. Measures, cuts and assembles shipping boxes and crates using power and hand tools provided. Works with wood, paper and paperboard, hardboard, waterproof paper and various packing materials including foam. Checks product to be shipped against shipping order to insure proper amounts, identification and correct materials are shipped. Weigh containers using either bench or floor scales for shipping weights. Uses tools and handling equipment necessary to perform job. Assisting the rigger loader in the car end loading area when required.

SKILL

Understands blueprints, picking and packing lists and receivers. Ability to use hand and power tools and other tools incidental to operations. Operate foam packing machine. Use bench and floor type weighing scales. Must have knowledge of loading and unloading equipment. Must have a working knowledge of the receiving and stock parameters of the integrated business system. Must have knowledge of use of cable slings, chains and other lifting devices. Must be able to construct skids including selecting appropriate materials.

EXPERIENCE

Knowledge of storeroom, receiving and shipping procedures. Familiarity with power and hand tools used. Qualified on jeeps and hoists and hazardous material training. One to three months of job experience for qualification.

RESPONSIBILITY

Follows standard practices under general supervision of the supervisor or leader. Responsible for seeing that correct parts and quantities are shipped, also signs and dates all appropriate documentation. Reasonable care must be used in handling and packaging parts to avoid damage. Must use caution when using foaming machine.

WORKING CONDITIONS

Generally good shop conditions. Some exposure to dirt, oily or greasy parts, dust and exposure to weather conditions. Some bending.

HAZARDS

Potential for cuts and bruises, possible exposure to fumes.

SAFETY

The Company will make provisions for the safety and health of the employees during the hours of their employment. The Company and Union will cooperate in a continuing program to eliminate safety and health hazards. All employees will practice safety first every day.