

FUNCTIONAL JOB DESCRIPTION

**JOB TITLE:** Material Handler

**DEPARTMENT:**

# REPORTS TO:

**JOB OBJECTIVE:** Is capable of performing a variety of material handling functions. The individual should be familiar with and capable of using various types of lifting equipment. A material handler is also required to perform other miscellaneous tasks, as supervision deems necessary.

**ESSENTIAL JOB FUNCTIONS:**

* Reads and interprets blueprints and machine drawings to determine specific material requirements.
* Determine which process should be used for moving raw steel or finished product in any given situation.
* Use a variety of hand tools and machines.
* Be able to drive any type of forklift.
* Be able to safely rig a load for lifting.
* Maintains work area in a neat and clean condition.
* Observes all safety rules and regulations.
* Performs necessary maintenance and repair on some equipment used.
* Be able to move parts in and move finished product out of work areas.

**EQUIPMENT USED TO PERFORM JOB:** Cutting torch, hand grinders, hand tools, belt sander, forklifts, overhead hoist, hand trucks, band cutters, ear plugs, eye protection, safety shoes, protective clothing.

**CRITICAL PHYSICAL DEMANDS:**

* Day shift is 8 hours, night shift is 10 hours
* Stand-frequent-continuous, up to 6 hours (day shift) and 8 hours (night shift)
* Walk-frequent, up to 4 hours (day shift) and 6 hours (night shift)
* Sit-continuous (operating forklift)
* Lift to/from floor-up to 50 lbs. occasional (components), 10 lbs. frequent (components)
* Lift overhead-up to 20 lbs. rare (components), 15 lbs. occasional (components), 10 lbs. frequent (components)
* Lift waist level-up to 50 lbs. occasional (components), 30 lbs. frequent (components)
* One or two hand carry-up to 30 lbs. for 5 feet occasional (components), heavier items are moved with a hoist
* Push/pull-53 lbs. force (total 105 lbs. force) to initiate large A-frame cart with two employees, up to 38 lbs. force (total 75 lbs. force) to initiate movement of loaded carts with two employees, occasional
* Elevated work (reaching)-frequent (forklift operation)
* Twist-occasional (while seated in forklift)
* Bend-frequent (check materials on shelves and in bins)
* Squat-occasional (check materials on shelves)
* Kneel or crouch-occasional (check materials)
* Stair climb-frequent, mezzanine, two steps in/out of forklift at 13-1/2” and 15” heights
* Step ladder-rare (check on a shelf to locate stock)
* Balance-occasional, climbing in/out of forklift, walking around machines and components
* Manual dexterity-frequent ( manipulating forklift)
* Firm grasp-occasional (banding materials, band cutters)

Lifting >50 lbs. is performed by 2 employees or mechanical assistance is required.

KEY:

            Rare                 1-5% of day

            Occasional       6-33% of day

            Frequent          34-66% of day

            Continuous      67-100% of day

**ENVIROMENTAL EXPOSURES:**

* May be inside 40-60% of day, outside 40-60% of day, temperature exposure may be 70-100° F. inside near ovens, and outside varies between -20° to 100° F+ with high humidity in summer
* Confined spaces-slight, between shelving
* High elevations-moderate, on truck beds
* Moving objects-severe, forklift, trucks
* Noise level-moderate
* Slippery surface-severe, wet floor, ground may be icy, snowy, sand/dirt on floor dragged in on forklift tires
* Vibration-slight, on arms with hand tools; moderate, on spine while operating forklift
* Air pollution-slight, dust, welding smoke, vehicle exhaust fumes

**VISION AND HEARING REQUIRED:**

* Near vision, far vision, and depth perception-significant
* Color discrimination-minimal (color coded bar stock)
* Hearing sensitivity-significant (two-way voice radio communication)

**PROTECTIVE EQUIPMENT:** Eye protection, safety shoes, protective clothing, winter clothing/gloves, and ear plugs.

**QUALIFICATIONS:**

* Forklift certificate
* Need to be able to read instructions and prints.
* Must be able to measure material.

\*Each employee should be aware that changes in this job description could occur at any time. Also this job description is not to be considered or construed to be a contract of employment.

**APPROVAL DATE**

Supervisor’s Signature Date