

FUNCTIONAL JOB DESCRIPTION

**JOB TITLE:** Shipping Clerk

**DEPARTMENT:** Parts

# REPORTS TO: Warehouse Manager

**JOB OBJECTIVE:** Is capable of working with inventory control and various freight moving companies. Help with maintaining and restocking of warehouse.

**ESSENTIAL JOB FUNCTIONS/QUALIFICATIONS:**

* Reads and interpret sales orders.
* Should have basic computer skills.
* Use a variety of hand tools and machines.
* Maintains work area in a neat and clean condition.
* Observes all safety rules and regulations.
* Be able to lift, carry and stack parts to be shipped.

**EQUIPMENT USED TO PERFORM JOB:**

* Computer, scales, forklift, hand trucks, box stapler, various hand tools
* Personal protection equipment when necessary.

**EQUIPMENT USED TO PERFORM JOB:** Computers, scales, hand trucks, hand tools, box stapler, box cutters, staple guns, nail guns, forklift, parts, wrapping material.

**PHYSICAL DEMANDS:**

* Day shift is 8 hours
* Stand-continuous
* Walk-continuous
* Sit-occasional up to 1 hour
* Lift to/from floor-up to 50 lbs. occasional, up to 25 lbs. frequent, up to 10 lbs. continuous (components)
* Lift overhead-up to 20 lbs. rare, 15 lbs. occasional, 10 lbs. frequent (components)
* Lift waist level-up to 50 lbs. occasional, up to 25 lbs. frequent, up to 10 lbs. continuous (components)
* One or two hand carry-up to 30 lbs. 5 feet occasional
* Push/pull-40 lbs. force (carts)
* Elevated work (reaching)-occasional
* Bend-frequent (packing)
* Squat-frequent (packing)
* Kneel or crouch-occasional (packing)
* Ladder climb-occasional (platform ladder)
* Balance-occasional (walking around equipment, and machines)
* Manual dexterity-continuous (wrapping parts and material)
* Firm grasp-frequent (wrapping parts and material)
* Foot pedal operation-frequent (forklift operation)

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      67-10% of day

**ENVIRONMENTAL EXPOSURES:**

* Inside 60% of day, outside 40% of day
* High elevations-slight (ladder)
* Moving objects-moderate (forklift)
* Noise level-slight
* Slippery surface-moderate-humidity, rain/snow, dirt on floor
* Vibration-slight (staple guns, nail guns)
* Air pollution- slight (dust)

**VISION AND HEARING REQUIRED:**

* Near and far vision and depth perception-significant
* Color discrimination-slight
* Hearing sensitivity-minimal

**PROTECTIVE EQUIPMENT:**  Eye protection, safety shoes, protective clothing (outside in cold weather), and ear plugs.

\*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.

Supervisor’s Signature Date