



JOB DESCRIPTION

JOB TITLE: Material Handler/Shipping Laborer
CLASSIFICATION: Non-exempt
DEPARTMENT: Container Shipping
REPORTS TO: Container Shipping Lead
SCHEDULE: Day Shift: Mon – Fri, 6:00 am – 2:30 pm

POSITION SUMMARY: This position is responsible for assisting in the general shipping and receiving operations of the Container Shipping department.

RESPONSIBILITIES:

1. Operate a forklift to transport parts.
2. Load and unload parts and/or containers from trucks.
3. Apply lids and stickers on large and small containers.
4. Accurately count, stack, and band/wrap parts for shipping.
5. Take photographs of loads.
6. Sign for receivables and turn in invoices to the Container Shipping Lead.
7. Work as a road sign handler directing traffic.

QUALIFICATIONS:

1. Ability to operate a forklift.
2. Ability to take over on a temporary basis when Lead is unavailable.
3. Have a good knowledge of how loads are organized and stacked.
4. Good communication skills.
5. Ability to speak and comprehend English.
6. Ability to read and identify sequences of numbers.
7. Quick in comprehending training as provided by the Container Shipping Lead.
8. Ability to adjust to a highly flexible and demanding work environment.
9. Basic computer proficiency.
10. Safety conscious behavior.
11. Excellent attendance.

PHYSICAL REQUIREMENTS:

1. Lift, carry, push and or pull 1 – 40 lbs frequently.

2. Squat/kneel, bend/stoop, twist/turn, grasp and reach overhead and outward frequently.
3. Sit, stand and walk for 1 – 10 hours per day.
4. Ability to work in a 35 – 85 degree Fahrenheit work environment.
5. Work in an industrial environment wearing hearing protection, vision protection, steel-toed shoes and other appropriate protective clothing.

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