Job Title: Material Handler

Reports To: Materials Manager
Direct Reports: none
Compensation: Hourly
Employment Status: Full Time (40 hours per week)

COMPANY INFO

MW Watermark is a leader locally and globally, helping everyone protect our planet's natural resources.

MW Watermark constantly scans for ideas, opportunities or technologies that can help us advance toward our vision.

MW Watermark is a safe place to work, to inspire, to become inspired, and from where you go home fulfilled knowing that you helped not just "me" but also "us".

For us, and each generation that follows, MW Watermark's vision is to leave the world a cleaner and safer place than that in which we lived.

Join us. Together, we can make a difference.

SUMMARY
Perform inventory control and material movement duties below per department guidelines.

PRIMARY RESPONSIBILITIES

1. Facilitates efficient production and shipment of products by working closely with the production supervisor, scheduling, and project managers.
2. Pull and verify materials and supplies required for work orders and stage in appropriate work centers including but not limited to saw, weld, blast, paint and machine build.
3. Maintain inventory by identifying, labeling, and keeping materials and supplies in stock, recording location of inventory, and reporting shortages.
4. Work with Inventory Control Specialists to locate and pack materials or products for shipping.
5. Works with Inventory Control Specialists to prepare finished stock for shipment by identifying, pulling, packing, crating, loading, and securing product.
6. Documents product shipment by recording units shipped in ERP system.
7. Operates forklifts, pallet jacks, overhead crane, and other machinery to move items, or, for large items, signals machine operators to move materials onto and off trucks.
8. Keeps inventory, loading areas, and related machinery clean.
9. Inspection and receiving of materials into enterprise resource planning (ERP) system, particularly those that go directly to the saw, weld, blast, and cloth installation work centers.
10. Contribute to the orderly operation of materials storage areas.
11. Ensure incoming material inspections are recorded in ERP system as required.
12. Perform manufacturing work order related material movements as needed.
13. Loading and unloading of equipment requiring overhead crane.
14. Learns and adheres to workplace safety regulations.
15. Clean and maintain work area.
16. Other duties as assigned by the Manager of Projects and Planning.

ADDITIONAL RESPONSIBILITIES

1. Assist with coordination of incoming and outgoing package and LTL shipments as necessary.
2. Physical and electronic receipt of incoming materials. Confirm incoming material shipments match purchase orders.
3. Assist with managing physical inventory levels of items on blanket orders.
4. Assist with performing periodic and annual inventory counts.

5. Assist with any other inventory control duties as necessary.

KNOWLEDGE AND SKILL REQUIREMENTS

1. 2+ years' experience in a material handling position, or equivalent.
2. Basic reading, writing, and arithmetic skills required.
3. Ability to use or learn to use forklift properly.
4. Knowledge of material movement within a manufacturing environment is a plus.
5. Ability to use computer software including Microsoft Office, shipping software and ERP systems to record inventory locations and movements.
6. Must be organized and able to perform in a fast paced environment.
7. Knowledge of, or willingness to learn, safe work practices in a manufacturing environment.
8. Ability to read dimensions from engineering drawings to verify incoming shipments are within specification at receiving. ie The part is 12" long, 5" wide and ½" thick.
9. Ability to lift up to 50 pounds required.

WORKING CONDITIONS

Working conditions are normal for a production environment. Machinery operation requires the use of safety equipment to include but not limited to; safety glasses, hearing protection, safety toe shoes, and hardhats.

REMOTE WORK

This position cannot be done remotely. It requires working hands-on in the factory, shipping, receiving, and picking parts for manufacturing, and controlling inventory.

"**ADA CHECKLIST**"
CHECKLIST FOR DETERMINING THE GENERAL PHYSICAL REQUIREMENTS, PHYSICAL ACTIVITIES, VISUAL ACUITY, AND WORKING CONDITIONS OF SPA STAFF POSITIONS

Position: Material Handler

Circle the letters that correspond with the physical aspects of the essential functions of the position. Essential functions are the fundamental job duties, meaning the position exists to perform the function; there is a limited number of employees among whom the performance of the function can be distributed; and/or the incumbent is hired for expertise or ability to perform the function due to its high specialization. The Americans With Disabilities Act of 1990 (ADA) and associated Federal regulations protect qualified individuals with disabilities from discrimination in all areas of employment. To be considered qualified, an individual must be able to perform the essential functions of a position, with or without reasonable accommodation. It is important that the physical tasks associated with the essential functions be identified appropriately so that persons with disabilities can determine if any accommodation is necessary.

I certify that I have read the physical requirements as set forth below and am physically able to perform the necessary duties as indicated herein.

Employee Signature:_____ Date:_____

1. GENERAL PHYSICAL REQUIREMENTS
Please check the ONE description of general physical requirements that best describes the work requirements of the position:

☐ A. Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

☐ B. Light work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of force greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

☒ C. Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

☐ D. Heavy work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

☐ E. Very heavy work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

2. PHYSICAL ACTIVITIES
Please check ALL physical activities that apply to the essential functions of the position:

☒ A. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.

☒ B. Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

☒ C. Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

☒ D. Kneeling: Bending legs at knee to come to a rest on knee or knees.

☒ E. Crouching: Bending the body downward and forward by bending leg and spine.

☒ F. Crawling: Moving about on hands and knees or hands and feet.

☒ G. Reaching: Extending hand(s) and arm(s) in any direction.

☒ H. Standing: Particularly for sustained periods of time.

☒ I. Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

☒ J. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

☒ K. Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

☒ L. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.

☒ M. Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

☒ N. Grasping: Applying pressure to an object with the fingers and palm.

☒ O. Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

☒ P. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

☒ Q. Hearing: Perceiving the nature of sounds at normal speaking levels or without correction. Ability to receive detailed information through oral communication, and make fine discriminations in sound.

☒ R. Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

3. VISUAL ACUITY

Please check the ONE description of visual acuity requirements (including color, depth perception, and field of vision), that best describes the requirements of the position:

☒ A. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading; visual inspection involving small defects, small parts and/or operation of machines (including inspection); using measurement devices; and/or assembly of fabrication of parts at distances close to the eyes.

☒ B. The worker is required to have visual acuity to perform an activity such as: operating machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach; performing mechanical or skilled trades tasks of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc.

☒ C. The worker is required to have visual acuity to operate motor vehicles or heavy equipment.

☒ D. The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned (i.e., custodial, food services, general labor, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)

4. WORKING CONDITIONS

Please circle ALL conditions the worker is subject to in performing the essential functions of the position:

☐ A. The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.

☐ B. The worker is subject to outside environmental conditions: No effective protection from weather.

☒ C. The worker is subject to both environmental conditions: Activities occur inside and outside.

☐ D. The worker is subject to extreme cold: Temperatures typically below 32 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.

☐ E. The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.

☐ F. The worker is subject to noise: There is sufficient noise to cause worker to shout in order to be heard above the ambient noise level.

☐ G. The worker is subject to vibration: Exposure to oscillating movements of extremities or whole body.

☐ H. The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

☐ I. The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system of the skin: Fumes, odors, dusts, mists, gases or poor ventilation.

☐ J. The worker is subject to oils: There is air and/or skin exposure to oils and other cutting fluids.

☐ K. The worker is required to wear a respirator.

☐ L. The worker frequently is in close quarters, crawl space, shafts, manholes, small, enclosed rooms, small sewage and water line pipes, and other areas which could cause claustrophobia.

☐ M. The worker is required to function in narrow aisles or passageways.

☐ N. The worker is exposed to infectious diseases.

☐ O. The worker is required to function around prisoners or mental patients.

☐ P. None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).