



Job Title:	Material Handler Operator	FLSA Status:	<i>Non-Exempt</i>
Department:	Operations	Date Created:	November 2017
Reports To:	Inventory & Logistics Lead	Reviewed By:	Asst. Ops Manager

POSITION SUMMARY:

Responsible for the unloading and loading of inbound/outbound shipments according to the delivery plan, procedures and standards. Responsible for periodic checks of materials to ensure product quality and stock levels. Responsible for operating forklifts and overhead cranes routinely.

RESPONSIBILITIES/ACCOUNTABILITIES: All personnel are responsible for meeting the Quality Objectives in their position/department. *Other duties may be assigned beyond the core responsibilities/accountabilities listed below.*

1	30%	Forklift Driver - Manually or mechanically loading or unloading materials from other transport vehicles or processes.
2	15%	Receiving, counting and inspecting inbound/outbound material, and recording data.
3	15%	Regular checking of products in storage locations to ensure product quality.
4	10%	Inspecting and accepting products in accordance with the requirements of acceptance criteria.
5	10%	Ensuring material and data is consistent and pipe is stacked in an orderly and accessible manner in storage locations.
6	10%	Verifying inventory computations by comparing them to physical counts of stock, and investigating discrepancies or adjusting errors.
7	5%	Responsible for meeting the quality objectives in your department/position.
8	5%	Overhead Crane Operator - Routine operation, obeying orders and commands.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required.*

1. High School diploma or GED.
2. Valid Texas Driver's License.
3. A minimum of one (1) year experience in shipping, receiving, storage, transportation and/or logistics.
4. Experience in machine, industrial or related work preferred.
5. Forklift and overhead crane operations experience preferred.
6. Previous experience moving pipe is preferred.
7. Valid U.S. Passport preferred.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to effectively deal with other people, especially other Company personnel, to enlist needed cooperation in implementing regulatory requirements
- Ability to work various shifts.
- Must have a team player attitude and have a commitment to SAFETY.
- Knowledge of compiling reports and ensuring compliance.
- Requires, at all times, wearing protective and safety equipment.
- Ability to effectively use a computer for data entry, reporting and word processing.
- Applicant should have knowledge and should be skilled in this field through education and work experience.

PHYSICAL REQUIREMENTS:

- Ability to work in heat, cold, dust, noise/vibration and confined space and hazardous conditions.
- Ability to work in a high temperature environment,
- Working high above the ground and work in outdoor environment.
- Normal physical activity includes frequent sitting, standing, and walking in a usual workday.
- Requires frequent bending, stooping, squatting, kneeling, crawling, climbing , and reaching above shoulders.
- Requires employee to occasionally lift and carry heavy objects weighing 50 – 100 lbs.

TRAINING EXPECTATIONS:

- Upon hire, employee will receive necessary rules and regulations.
- Every year in this position staff will attend training and continuing education as required for the position.
- Everyone is responsible for safety.

SIGNATURE: _____ DATE: _____
Employee

COMPETENCY:

The above employee has demonstrated the capability to satisfactorily perform the responsibilities of this position after the 90-day Introductory Period.

APPROVAL: _____ DATE: _____
Department Manager/Supervisor