



<b>POSITION DESCRIPTION</b>	
<b>Position:</b> Material Handler	
<b>Exempt:</b> No	<b>Job Code:</b> DC: MILDC455 Mfg: MILFO525
<b>Division:</b> Miller	<b>Shift:</b> 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>
<b>Dept:</b> Manufacturing/Distribution	<b>Location:</b> Glencoe
<b>Directly Reports to:</b> Production or Distribution Center Supervisor	<b>Confidential:</b> Yes
<b>Indirectly Reports to:</b> Production or Warehouse Manager	
<b>Updated by:</b> Robert Bros/Travis Beste	<b>Date last reviewed:</b> 04/13/2017

**Summary:** The Material Handler primary responsibilities include loading/unloading trailers, supporting the receiving process, transporting material to proper locations and organizing materials to support the manufacturing or distribution floor while assuring inventory accuracy.

Resp. #	% of time	Essential Functions: To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily.
1	100%	<p>Loading/unloading trailers, supporting the receiving process, transporting material to proper locations and organizing materials to support the manufacturing or distribution floor while assuring inventory accuracy.</p> <ul style="list-style-type: none"> <li>• Transport materials by hand, cart, pallet jack or forklift as required to support material flow while operating equipment in a safe manner.</li> <li>• Load/unload trailers as needed and keep work areas clean and organized.</li> <li>• Support the Receiving Process by verifying component identity and counts, palletizing product, noting discrepancies, completing paperwork and consulting with inventory control when needed.</li> <li>• Properly put-away materials as soon as they have completed receiving and any required inspection processes. Keep materials in proper locations while maintaining system location accuracy.</li> <li>• Use mobility device to complete inventory move transactions and complete required paperwork to ensure accurate inventory.</li> <li>• Support the Distribution Order Process to ensure finished goods are transferred from Mfg to DC accurately.</li> <li>• Perform rework and re-boxing of damaged and defective items as needed.</li> </ul>

<b>Company Wide Expectations:</b>		
<b>1</b>	<b>100%</b>	Remain Drug and Alcohol free while on Miller Manufacturing premises and within the scope of duty.
		Understand and comply with all Miller Manufacturing policies and procedures.
		Support the Mission, Goal and QUEST (see attached)
		Observe safety and security policies and procedures and use equipment and materials accordingly.
		Duties may be added, deleted or modified at any time, at the discretion of management, via written, verbal, formal, or informal means.

<b>Core Competencies:</b> The strategic skills listed below are needed to perform the job satisfactorily	
<b>1</b>	<b>Problem solving</b> —identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and maintains necessary communication

2	<b>Interpersonal skills</b> —maintain open communication with fellow employees, supervision, and management, remains open to others' ideas and exhibits willingness to try new things.
3	<b>Planning/organizing</b> —prioritize and plans work activities and uses time efficiently
4	<b>Quality control</b> —demonstrates accuracy and thoroughness and monitors own work to ensure quality
5	<b>Adaptability</b> —adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
6	<b>Dependability</b> —consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance
7	<b>Professionalism</b> —maintains professional appearance and attitude at all times

<b>Knowledge, Skills and Abilities (KSA's):</b> The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of the job.	
<b>K</b>	<b>Knowledge, Education and/or Experience:</b> <ul style="list-style-type: none"> <li>○ Requires a high school diploma or general education degree (GED,) three to five years of related experience and/ or training, or the equivalent combination of education and experience.</li> <li>○ This position requires forklift certification through Miller Manufacturing.</li> <li>○ On the job training may be required.</li> </ul>
<b>S</b>	<b>Skills:</b> <ul style="list-style-type: none"> <li>○ Language: <ul style="list-style-type: none"> <li>● Communicate effectively with co-workers and management.</li> </ul> </li> <li>○ Mathematics: <ul style="list-style-type: none"> <li>● A qualified candidate must possess the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals. Candidate must also possess the ability to apply abstract concepts such as fractions, percentages, ratios, and proportions to practical situations.</li> </ul> </li> </ul>
<b>A</b>	<b>Abilities:</b> <ul style="list-style-type: none"> <li>● Apply common sense understanding to carry out detailed, but non-engaging, written and oral instructions.</li> <li>● Define problems, collect data, establish facts and draw valid conclusions.</li> <li>● Apply good judgment in recognizing scope of authority.</li> <li>● Use of depth perception, close vision, and color vision are all continuously required.</li> </ul>

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Lifting Requirements**

Weight in pounds	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples	Height
1-10				X			
11-20				X			
21-35				X			
35-50				X			
51-75		X					
76-100	X						
100+	X						

## Movement Requirements

	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples
Standing				X		
Walking				X		
Sitting				X		
Talking or hearing					X	
Feeling			X			
Climb/Balance				X		
Kneeling/Crouch/Squat			X			
Reaching upward or outward					X	
Bending the neck side-to-side or front-to-back					X	
Typing			X			
Pinching/finger manipulation				X		
Grasping/Turning the wrist					X	
Taste/Smell	X					

### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Severe exposure to moving objects and forklift traffic
- Moderate exposure to confined spaces, moving objects, and mechanical parts
- Moderate exposure to sharp product
- Moderate exposure to special equipment such as gloves and protective clothing
- Moderate exposure to slippery surfaces
- Moderate noise level
- Slight exposure to chemicals and fumes
- Slight exposure to sharp objects such as trimming shears or box cutters
- Slight exposure to airborne chemicals and dust
- No exposure to ionizing radiation