



MATERIAL HANDLER

DIVISION:	Aluminum	JOB CODE:	4516
LOCATION:	Cortland	JOB FUNCTION:	Warehousing & Distribution
DEPARTMENT:	Warehousing/Distribution	FLSA STATUS:	Nonexempt
REPORTS TO:	Warehouse Supervisor	EFFECTIVE DATE:	06/30/25

JOB SUMMARY

Perform safe and efficient receipt, inspection, movement, storage and delivery of goods throughout the facility. Support operational functions and the goal of ensuring optimal quality and on-time delivery for customers.

QUALIFICATIONS

Education/Experience

High School diploma or General Education Development (GED) / Test Assessing Secondary Completion (TASC), plus one (1) year in a manufacturing, warehouse, or shipping environment preferred, or equivalent combination of education and experiences.

Knowledge/Skills/Abilities

Technical Skills. Ability to read and interpret simple blueprints. Ability to add, subtract, multiply and divide numbers. Ability to perform mathematical skills in the form of measurement and other work material calculations utilizing a calculator. Ability to use hoists and various hand and power tools (band/circular saws, scales, foam generating and banding equipment) with precision and dexterity. Ability to complete NYS Hazmat DOT training. Ability to obtain and maintain forklift certification.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization. Genuine with high ethical standards, values, personal integrity and honesty. Ability to apply a large measure of common sense to a variety of situations.

Communication Skills. Ability to speak clearly, listen and obtain clarification when needed, and respond well to questions. Proficiency in writing clearly and concisely.

Computer/Applications Skills. Possess basic computer skills and the ability to learn/use variety of software applications systems, including Microsoft Office (Outlook, Word, Excel and PowerPoint). Ability to operate electronic weight, printing and computing equipment including bar code scanners.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently, without significant direction and to use resources effectively to "figure it out". Strong problem solving and critical thinking skills, judgment and keen attention to detail and accuracy. Exceptional prioritization, time management and organizational skills. Ability to read and understand documents such as work orders, policy manuals, safety rules, operating and maintenance instructions, and procedure manuals.

Professional Investment. Demonstrated commitment to own personal professional development and learning.



ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Safely and efficiently use forklifts to receive incoming deliveries, including counting, weighing, measuring and examining goods to verify deliveries are complete, correct, damage free and dimensionally correct.
2. Safely operate forklifts, overhead crane, electric pallet jack and other industrial vehicles to store and deliver materials, parts, supplies, and equipment throughout the plant.
3. Accurately document and perform computerized transactions related to receiving, inspecting, storing, transporting and issuing materials.
4. Precisely follow written & verbal instruction to pick parts, kit materials, and transport goods throughout the facility.
5. As directed, conduct accurate cycle counts and properly document inventory levels. Escalate issues or discrepancies to supervision.
6. Provide support to shipping department with packaging and pallet building.
7. Continuously maintain a safe, clean, and organized work area. Ensure tools and other items are safely and properly stored.
8. Regularly perform housekeeping tasks.
9. Promote positive Team Member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance and civility. Respond appropriately to inquiries, concerns and complaints by being professional, courteous and respectful at all times.
10. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
11. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response and effective resolution skills. Work effectively within team environments both within your department and across the organization.
12. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
13. Actively support compliance with all relevant ISO management system standards by establishing, implementing, maintaining, and/or controlling processes and planned changes to identify and manage environmental aspects, impacts, risks, opportunities, and compliance to achieve continuous improvement and prevent adverse effects and emergencies. Consider environmental impacts associated with transportation or delivery.
14. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
15. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
16. Perform other tasks as assigned.



PHYSICAL/SENSORY REQUIREMENTS

The following physical activities described here are representative of those required by a Team Member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.

Must be able to sit and/or stand for long periods of time, use hands and fingers to handle, feel or grasp. Must be able to lift up to 25 lbs. frequently and 75 lbs. occasionally.

WORKING ENVIRONMENT

While performing the essential responsibilities of this position, Team Member generally will work in a manufacturing environment with frequent exposure to loud noise, moving mechanical parts, and fumes or airborne particles. Periodic exposure to outdoor environment through open doors. PPE (Personal Protective Equipment) such as approved footwear, respirators, safety glasses/goggles, may be required.

Team Member's Signature

Date