



MATERIAL HANDLER

DEPARTMENT:	Warehousing/Distribution	REPORTS TO:	Shipping & Receiving Supervisor
DIVISION:	Cortland	FLSA STATUS:	Non-exempt
JOB CODE:	4516	EFFECTIVE DATE:	March 30, 2022

JOB SUMMARY

Facilitate the safe and efficient receipt, inspection, movement, storage and delivery of goods throughout the facility to support operations goals of optimal quality and on time delivery.

QUALIFICATIONS

Education/Experience

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

Must be able to complete NYS Hazmat DOT training on the job.

Knowledge/Skills/Abilities

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Ability to read and understand documents such as work orders, policy manuals, safety rules, operating and maintenance instructions, and procedure manuals.

Computer/Applications Skills. Working knowledge of Microsoft Office Products, specifically Word. Ability to operate electronic weight, printing and computing equipment including bar code scanners.

Core Business Skills. Ability to work independently and to use resources effectively to “figure it out”. 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.

Material Handling. Ability to use hoists, and various hand and power tools such as band and circular saws, weigh scales, foam generating equipment and banding equipment. Ability to read and interpret simple blueprints. Ability to obtain licensing/certification to operate forklift, or other equipment as needed.

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

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Use fork life to safely and accurately receive incoming deliveries; to include:  counting, weighing, measuring and examining goods to verify deliveries are complete, correct, damage free and dimensionally correct.



2. Safely operate fork trucks, 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 relating 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 requested, conduct accurate cycle counts and properly document inventory levels; escalating issues or discrepancies to Shipping and Receiving Supervisor.
6. Under the direction of the Shipping and Receiving manager, provide support to shipping department with packaging requirements and pallet building.
7. Maintain a clean and organized work area. Ensure tools and other items are safely and properly stored. Perform housekeeping tasks regularly.
8. 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.
9. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
10. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
11. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
12. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
13. Work effectively within team environments both within your department and across the organization.
14. Perform related work and other job assignments as required.

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.

While performing the duties of this job, the team member is regularly required to communicate effectively in English by telephone, in person and in writing. Must be able to be on feet for long periods of time, this position requires standing, walking, bending, reaching, using stairs and repetitive hand movements. The team member must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Team members performing this job must be able to wear protective or safety equipment such as safety shoes, glasses, gloves, hearing protection, and a respirator as needed.



WORKING ENVIRONMENT

While performing the duties of this job, the team member is frequently exposed to fumes or airborne particles, moving mechanical parts such as overhead cranes, vibration and moving vehicles. The noise level in the work environment and job sites can be loud.

Team member's Signature

Date

Manager's Signature

Date