

JOB DESCRIPTION – LASER MATERIAL HANDLER
GRAIN BELT SUPPLY COMPANY, INC.

217 E. Diamond Drive, Salina, KS 67401

www.grainbeltsupply.com

Job Title: Laser Material Handler

Department: Laser

Reports to: Laser Manager

FLSA Status: Non-Exempt

Prepared by: CDH

Prepared Date: 9/18/2009

Summary

Loads, unloads, and moves materials within or near plant, yard, or work site by performing the following duties.

Essential Duties and Responsibilities

To do this job successfully, an individual must be able to perform each essential duty satisfactorily. (Other duties may be assigned by the Manager.)

- Reads work order or follows oral instructions to ascertain materials or containers to be moved.
- Opens containers.
- Loads and unloads materials onto or from pallets, trays, racks, and shelves by hand.
- Loads materials into vehicles and installs strapping, bracing, or padding to prevent shifting or damage in transit.
- Conveys materials from storage or work sites to designated areas.
- Counts, weights, and records number of units of materials moved or handled on daily productions sheet.
- Reads work order, job specifications, or follows supervisory instruction to determine machine adjustments and material requirement.
- Sets stops or guides to specified length as indicated by scale, rule, or template. Starts machine, engages feed or observes operation.
- Inspects and measures machined work pieces to verify conformance to specifications.
- Attaches identifying tags or labels to materials or marks information on cases, bales, or other containers.
- Stacks or assembles materials into bundles and bands bundles together.
- Clamps sections of portable conveyor together or places conveyor sections on blocks or boxes to facilitate movement of materials or products.
- Removes samples of materials, labels with identifying information, and takes samples to laboratory for analysis.
- Lifts heavy objects by hand or with power hoist, and cleans work area, machines, and equipment to assist machine operators.
- Assembles crates to contain products such as machines or vehicles.
- Shovels loose materials such as sand, gravel, metals, plastics, or chemicals into machine hoppers or into vehicles and containers such as wheelbarrows, scrap truck, and barrels.
- Operates industrial truck or electric hoist to assist in loading or moving materials and products.

JD
JD

REV 0 - Initial Release
REV 1 – Physical Demands

9/18/2009
5/13/2016

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, and individual should demonstrate the following competencies:

Design – Demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

Written Communication – Writes clearly and informatively; presents numerical data effectively; able to read and interpret written information.

Teamwork – Gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts to succeed.

Quality Management – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Cost Consciousness – Develops and implements cost saving measures; conserves organizational resources.

Ethics – Works with integrity and ethically; upholds organizational values.

Organizational Support – Supports organization's goals and values.

Strategic Thinking – Understands organization's strengths & weaknesses; adapts strategy to changing conditions.

Judgment – Exhibits sound and accurate judgment; makes timely decisions.

Planning/Organizing – Uses time efficiently.

Professionalism – Reacts well under pressure; treats others with respect and consideration regardless of their status or position; follows through on commitments.

Quality – Looks for ways to improve and promote quality; monitors own work to ensure quality.

Quantity – Meets productivity standards; completes work in timely manner.

Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Changes approach or method to best fit situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments.

Initiative – Asks for and offers help when needed.

Innovation – Meets challenges with resourcefulness; generates suggestions for improving work.

Qualifications

The qualifications listed below are representative of the knowledge, skill, and/or ability required.

- **Education and/or Experience**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

- **Language Skills**
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- **Mathematical Skills**
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers. Common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- **Reasoning Ability**
Ability to apply common sense understanding to carry out instruction furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills**
To perform this job successfully, an individual should have knowledge of internet software and manufacturing software.

Certificates, Licenses, Registrations

Current driver's license. Must be able to obtain forklift license.

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.

While performing the duties of this job, the employee is constantly required to stand and walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit. The employee must constantly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is constantly exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; extreme cold and extreme heat. The noise level in the work environment is moderate.