



Job Description

Job Title: Material Handler
Department: Materials Management
Reports To: Warehouse Manager
FLSA: Non-exempt

Summary: Load, unload, and move materials within or near plant, yard, or work site. Process inventory movements within computer system by performing the following duties.

Essential Duties and Responsibilities include the following:

- Reads work order or follows oral instructions to locate materials or containers to be moved to work centers.
- Conveys materials from storage or work sites to designated area using scan-it, move-it procedures.
- Maintains and follows Kanban procedures.
- Maintains and follows FIFO procedures in the stock area.
- Attaches identifying tags or labels to materials or marks information on cases, bales, or other containers.
- Lifts heavy objects by hand or with power hoist and maintains a clean working environment.
- Transfer SMT Components inventory from warehouse locations to production area storage tower to promote FIFO material consumption.
- Transfer incoming receiving from INC location to stock area.
- Operates industrial truck or electric hoist to assist in loading or moving materials and products.
- Uses computer scales for weigh counting parts.
- Required to stand 8 hours a day.
- Must be able to work with computers; Windows, EIQ, IQMS, IQRF and Microsoft Office.
- Notifies supervisor of inventory discrepancies.
- Fills potting machine tanks with potting from stock and follows proper PPE while performing tasks.
- Other duties as assigned.

Education and/or Experience:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires a 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, and qualification as a lift truck operator. This position also requires that employees possess and/or demonstrate the relevant competencies as outlined in Delta's Competency Matrix.

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 regularly required to climb or balance, stoop, kneel, crouch, or crawl, talk and hear, stand, walk, sit, use hands to finger, handle, or feel, and reach with hands and arms. The employee must occasionally lift and/or move up to 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.

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.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.