



## **MATERIAL HANDLER**

**Classification:** Nonexempt

**Reports To:** Materials Manager

### **Objective**

This position is for a Materials Handler working in the materials management team. The Materials Handler is responsible for the movement, stocking, receiving, shipping, quarantining, processing, loading and off-loading, and inspecting of raw material and finished products. The Material Handler will ensure that materials are staged and labeled in accordance to procedures and policies. The Material Handler will be knowledgeable on the use, maintenance and limitations of various forklifts and receive training on new equipment as required. Will be familiar with various types, shapes and qualities of steel (e.g. angle, tubing, piping, flat bar). Will be able to use industry references and guides to identify steel materials. Will be familiar with state and federal DOT, HAZMAT and trucking/shipping requirements.

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Complies with safety regulations, understands occupational hazards of the trade and applies basic appropriate precautionary measures when in work areas.
2. Receive, document, inspect, off-load and stage raw material on a daily basis.
3. Maintain equipment, perform operator maintenance and turn in weekly status reports to management.
4. Stage raw materials in accordance with guidelines and ensures safe and effective material flow to the production floor.
5. Stages, inspects and prepares completed materials for shipment.
6. Can perform a variety of manual tasks.
7. Understands the critical principles of working in a steel fabrication shop and using heavy machinery.
8. Keeps work area clean and free of debris, trash and excess material.
9. Follows oral and written instructions.
10. Operates a forklift.
11. Has knowledge and understanding of safety and emergency procedures and knows the practical application of standard operating procedures.
12. Basic understanding of supply chain management/control.

### **Competencies**

1. Communication Proficiency
2. Problem Solving/Analysis/Critical thinking
3. Teamwork
4. Initiative
5. Flexibility
6. Ability to apply technical procedures to accomplish complex tasks
7. Technical and mechanical proficiency

### **Supervisory Responsibility**

This position has no supervisory responsibilities.



## **Work Environment**

While performing the duties of this job, the team member is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. Majority of work is performed outdoors and while operating powered wheeled equipment, the team member may be exposed to a variety of weather conditions such as but not limited to: Cold, rain, heat, humidity, high wind. The noise level is at levels where OSHA required hearing protection is mandatory. Personal Protective Equipment is required at all times while actively working.

## **Physical Demands**

*The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job.*

While performing the duties of this job, the team member is regularly required to effectively communicate: receive instructions, guidance and provide feedback to leaders and team members. The team member will be required to sit, stand, walk, bend, kneel, stoop and crouch throughout the day and include the ability to frequently lift/carry items over 50 pounds. The vision requirements include, having 20/20 vision (correctable with glasses or contact lenses), close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position requires the team member to wear required protective equipment that may include but not limited to: Eye protection, hearing protection, goggles, back brace, safety boots and gloves.

## **Expected Hours of Work**

This is a full-time position. Days and hours of work are typically Monday through Friday 7:00 a.m. to 6:00 p.m. and Saturday 7:00 a.m. to 11:00 a.m. Frequent overtime and weekend work is required as part of expected duties.

## **Travel**

No travel is expected for this position.

## **Required Education and Experience**

1. High school diploma, GED or three to six months of related experience or training or equivalent combination of education and work experience.

## **Preferred Education and Experience**

1. 2 to 5 years of related experience
2. Forklift certification
3. Bilingual in Spanish
4. Experience in training and instruction

## **Work Authorization**

The Immigration and Nationality Act make it unlawful for an employer to knowingly hire or continue to employ someone who is not authorized to work in the United States. FAR 22.18 implements the amended Executive Order 12989 requiring federal contractors to verify that their team members are lawfully authorized to work in the U.S. Beck Steel shall not impose work authorization verification or reverification requirements greater than those required by law.

## **AAP/EEO Statement**

Beck Steel provides equal employment opportunities to all team members and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.



As part of the company's equal employment opportunity policy, Beck Steel will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

### **Other Duties and Requirements**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the team member for this job. Duties, responsibilities and activities may change at any time with or without notice. The team member may be required to submit to a drug screen prior to being hired and random drug testing during their tenure at Beck Steel as specified by Beck Steel's Zero Tolerance policy (August 2018).

### **Signatures**

This job description has been approved by all levels of management.

Manager: \_\_\_\_\_

Date: \_\_\_\_\_

HR: \_\_\_\_\_

Date: \_\_\_\_\_

Team member Signature below constitutes team member's understanding of the requirements, essential functions and duties of the position.

Print: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_