

ADP RESOURCE / FLOW COMPONENTS & EQUIPMENT SUPPLY

Job Description

JOB TITLE: **Warehouse Associate**

Reports To: Shop Supervisor	Non-Exempt
Prepared by: ADP Resource	May 14 th 2020

SUMMARY:

This position is primarily responsible for operating hydraulic presses in the fabricating of gasket products as directed; assembling hose; cutting packing, etc., performing miscellaneous shop and plant duties; and providing support as assigned by the Shop Supervisor. This position will also be responsible for ensuring the delivery and pick-up of products as directed; as well as the transport, loading and unloading of product by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

Performs daily preventive maintenance on presses (cleans, lubes, etc.) to ensure presses are functioning within operating specifications.

Ensures that the work area is clean and functional.

Reads through the work order twice before doing anything to determine exactly what needs to be completed.

Pulls items for orders or material to cut gaskets, assemble hose, cut packing, etc.

Cleans components according to specific procedures.

Assembles customer orders from stock and places orders on pallets or shelves, or conveys orders to packing station or shipping department.

Examines materials and products for defects, finish, and grade, and accuracy of dimension and matching panels.

Operates hydraulic press.

Produces (cut and hand-cut) gaskets according to work orders, setting up and using the Allpax or Multicam Waterjet, or using the dies.

Operates saws, drill presses, lathe, and other machinery as required.

Assembles and tests hose, makes packing rings, dies etc.

Operates forklifts in the plant area.

Ensures that all of the completed work orders are signed, checked for quality by the supervisor, and material usage is noted on the work order before turning in to the office for delivery tickets can be run.

Ensures products are returned to their appropriate place in inventory when work is complete.

Assists the delivery driver with loading and unloading trucks when needed.

Performs miscellaneous duties as assigned by the Shop Supervisor.

Changes cutter heads and blades, adjusts belts, and performs other duties as instructed to facilitate setting up machines.

Lifts parts or stock onto machine and secures it on machine table, in chuck, or holding fixture to assist in setting up machine.

Feeds parts or stock into automatic machines and removes machined part from machine after prescribed period of time or at end of machining cycle.

Assists with physical inventory management when required.

Assists with receiving when needed.

Opens bales, crates, and other containers. Records amounts of materials or items received or distributed.

When receiving, sorts and places materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color, or product.

Marks materials with identifying information once received.

Cleans plant for the purpose of maintaining a safe and organized work area.

Driving Responsibilities:

Receives and reviews delivery tickets for products to be delivered.

Checks accuracy of all out-going products against descriptions.

Loads all products onto a truck or trailer in a manner conducive to the most efficient and orderly off-loading at each delivery point.

Checks off each item being picked up at vendors to make sure the paperwork matches what is actually loaded onto the truck.

Unloads appropriate products from truck or trailer.

Organizes delivery destinations to accommodate the most timely and efficient route possible.

Maintains delivery vehicles (e.g. checking fluid levels, fueling, cleaning, etc.) for the purpose of ensuring safe operation of vehicle.

Performs routine safety inspections on truck and trailer to ensure safe operation.

Schedules trucks for routine maintenance.

ACCOUNTABILITY:

Reducing spoilage and making certain to produce a quality product by the most efficient manner.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

COMPETENCIES:

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

Organization

- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- Organizational Support - Follows policies and procedures.

Self-management

- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Quantity - Meets productivity standards; completes work in timely manner; strives to increase productivity.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Consistently at work and on time.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; asks for and offers help when needed.
- Innovation - Generates suggestions for improving work.

BUSINESS RELATED CONTACTS:

- Owner
- Sales Manager
- Lead Sales
- Salesmen
- Purchaser
- Administrative Assistant/Human Resources (HR)
- Bookkeeper

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High school diploma and 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 other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions 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: Electronic Mail Software; running a shipping ticket on a truck line website, running the CADD system, and using the software system used by the Multicam Waterjet.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver license with a good driving record.

OTHER SKILLS AND ABILITIES:

- Clear and conceptual thinking ability is a plus.
- Excellent judgment and discretion; ability to handle multiple priorities simultaneously, meet deadlines, and handle work-related stress is required.
- Friendly, courteous, service-oriented, professional, outgoing, and customer service oriented.
- Remain calm and professional in stressful situations.
- Detail-oriented and work effectively under pressure while meeting all applicable deadlines.
- Must be able to work independently and productively with minimum supervision.
- Recognize problems, identify possible causes and resolve routine problems.

OTHER QUALIFICATIONS:

- Ability to read a ruler and cut a straight line with razor knife on rubber and compressed sheet.
- General plant experience to include thorough knowledge of the standard practices, materials, tools, equipment, processes and techniques.
- General working knowledge of relevant building and safety codes including pertinent aspects of Occupational Safety and Health Administration (OSHA).
- Able to work a flexible schedule to include weekends and holidays.
- Must complete two training events per year

SPECIALIZED EQUIPMENT:

Forklift

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 stand and walk. The employee is frequently required to reach with hands and arms. The employee is occasionally required to use hands to finger, handle, or feel; stoop, kneel, crouch, or crawl and talk or hear.

The employee must frequently 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 regularly exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate.

ACKNOWLEDGMENT:

My signature below acknowledges that I have read the above job description and agree that I can perform the responsibilities as presented. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organization or departmental needs.

Plant Manager

Employee Signature

Date

Date