

TBEI Job Description: Material Mover

- Job Summary:** Responsible for meeting customer needs by tracking and moving raw or finished parts or materials throughout the company, including:
- Loading and unloading trucks, verifying quantities, and putting materials/parts away
 - Kitting or Packaging Components as needed for shipments
 - Receiving and adjusting PO's and advising expediter of discrepancies
 - Completing serial number entry and lot & trace number entry
 - Performing accurate cycle counts and reducing and rotating stock
 - Setting aside noticeable quality problems and communicating problems to appropriate personnel
 - Assisting with continuous process improvement and lean initiatives by following process flow, remaining flexible to complete tasks as part of the team, maintaining a clean work environment and offering suggestions for improvements, etc.
 - Other duties as assigned
- Tools Used:** Forklift trucks, overhead hoists, hand carts, computer, banding machine, measuring devices, hand tools, packaging materials, etc.
- Safety Equipment:** Safety glasses, safety shoes with metatarsal guards, earplugs, gloves, etc.
- Environment:** Exposure to outdoor elements such as snow, rain, heat and cold when loading. Exposure to grease, oil, dust, heat, humidity, cramped quarters, mechanical hazards, heights, moving objects, and occasionally electrical hazards on production floor

Essential Functions / Competency:

- Valid Driver's License with a good driving record and passing forklift program is required.
- Attention to detail is vital. This includes ability to accurately read, count, and kit component parts, rotate materials, document work, perform basic math skills, and write legibly working with serial numbers, quantities, shipping documents, job specifications, parts descriptions, measuring devices, and instructions.
- Ability to work with the business operating system to obtain information, produce reports, and locate job assignments. Must be able to regularly rotate jobs to meet job schedule, team needs or to meet any safety recommendations.
- Must be a team player working with co-workers, other departments and/or other TBEI facilities. The focus is on meeting company goals and initiatives.
- Must work in a safe manner following safety procedures, including: wearing PPE (Personal Protective Equipment), completing maintenance requests and communicating hazards to co-workers and management.
- Completing and complying with annual Hazardous Waste Management Training for waste management, storage, transport and record keeping.

Physical Demands:

- Prompt and reliable attendance is necessary to meet our customer needs.
- Ability to manually move product and materials up to 50 lbs. through regular heavy physical exertion, including but not limited to lifting, carrying, pushing, pulling and bending. Using the overhead hoists requires ability to push and pull up to 100 lbs.
- Ability to learn multiple operations within a job area and must be able to regularly rotate jobs to meet job schedule, team needs or to meet any safety recommendations.
- Must work at a reasonable pace (measured by production efficiency) and within our quality standards to insure timely completion of tasks and must work overtime as required to meet customer needs.
- Ability to walk, stand and work on concrete for hours at a time

 Employee Print Date

 Employee Signature Date