

## Material Handler

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Under the direction of the Shipping Manager, the Material Handler is responsible for performing the duties described below to ensure the achievement of production objectives consistent with company quality standards and customer delivery requirements. The Material Handler will act in a manner that is consistent with Gordon Aluminum's Customer 1<sup>st</sup> Philosophy.

### **Essential Duties and Responsibilities Supporting GA's Core Values**

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

#### Customer Satisfaction

- Remains focused on customer satisfaction in all aspects of his or her duties.
- Demonstrates a clear understanding of who the customer is.
- Contributes to the delivery of on-time objectives by being productive in day-to-day operations.

#### Safety

- Follows proper protocol for crane operation safety, emergency stops, emergency gas shutoff, Banding Master pack safety, nail gun safety, conveyor/packing line safety, sharp edges, trip hazards, carts, proper guarding, compressed air safety, pinch points, proper lifting techniques, and fire extinguisher locations.
- Demonstrates a thorough understanding of GAI's safety philosophy by adhering to GAI's Safety Policy Statement.
- Follows established safety rules.
- Attends required safety meetings and training sessions. Must pass all OSHA required safety training and attain a passing rate of 90% or higher.
- Identifies potential safety hazards and takes action to prevent injuries to self and to others.
- Completes all 1<sup>st</sup> Reports of Injury within the first 24 hours following an injury.
- Responsible for familiarizing self with written programs in GAI's Safety Manual.

#### Quality

- Reviews inspection techniques such as proper use of a tape measure, visual-extrusion inspection, visual-pack inspection and visual-wood battens..
- Identifies defects such as die lines, bowed/twists, dents/cracks, blisters/scratches, color, length, and rough surfaces. Conducts dimension checks for angularity.
- Reviews all related documents specific to the position such as material packaging, control of nonconforming product, identification of nonconforming product, disposition of nonconforming product, banding chart, number of bands per weight, placement of banding blocks, banding instructions, die file/packing instructions, truck loading record, order verification, customer order number, job order number, process tags, approval decal, stock tags, scrap tags, and hold tags.
- Understands GAI's Quality Management System and adheres to established quality standards and objectives.
- Demonstrates an understanding of GAI's Quality Policy Statement.
- Completes all ISO required training timely, and attains a passing rate of 90% on all ISO tests.
- Takes pride in his/her work, focusing on quality, recognizing quality issues, and promptly responding to them.
- Understands company and departmental metrics and compares performance versus metrics. Fully engaged in helping to eliminate scrap and rework.
- Identifies process improvement projects through the Preventative Action process.
- Checks finished piece to see that all dimensions match the print.
- Deburs, countersinking, cutting or other minor operations needed to finish the piece.
- Performs final piece count when the order is complete.
- Reads blueprints and job orders so specifications, such as hole locations, dimensioning, and processes are correct. Positions and secures the part used in each process. Uses quality assurance instruments with each job, such as calipers, micrometers, gauges, to insure quality production.

#### Positive Attitude

- Builds positive relations by demonstrating a professional, positive attitude and acting in a manner deserving of respect.
- Effectively communicates company initiatives and activities to team members.
- Provides positive feedback to new employees.
- Refrains from engaging in rumors or conduct that is derogatory in nature

#### Teamwork

- Works with coworkers and management as team members toward a common goal; works well with different personality types; offers assistance to team members.
- Attends scheduled meetings.
- Supports group decisions.
- Promotes group activities within the department.
- Closes the loop of communication by relaying all necessary information to the appropriate parties.

#### Initiative

- Prepares finished products for shipment. Counts and compares quantity and identification of units against customer orders; weighing and compiling calculations used in bills of lading and customer invoicing.
- Receives, unpacks, and examines goods and products, verifying completeness and accuracy of shipments against bills of lading, invoices and other records. Records quality of goods received. Inspects, rejects, and segregates damaged product for communication to Shipper Company, rectifying damages/shortages, and returns as required.
- Operates a variety of material handling equipment to locate material to staging areas, other departments, and stores, such as forklifts, pushers, hand truck lifts, push carts, etc.
- Wraps, packs, and prepares for shipping lineal, sub assemblies, assemblies, etc., according to oral or written instructions. Prepares, records identifying quantity, weight, shipping instructions, to insure shipments are properly prepared for transport and that invoicing data is collected, checked, and recorded for billing and invoice accuracy. Included are weight, description, and packing reports.
- Average weight per piece is to be calculated and verified before information is indicated on process tags and packing reports and shipping tickets.
- Performs material handling job as required. Must know packing requirements of each customer and products being shipped. Take the initiative to communicate same packing and shipping crews through oral, written instructions, and die pieces.
- Reviews all terminology related to the position such as hand box, master pack, temper/aged, cart types, saddles, inter leave/layer separate, framing, cardboard/paper surround, double block, sub-bundle, banding block. Is knowledgeable to ISO procedures and matrix.
- Uses variety of different tools for this position including: pallet jack, packing conveyor, razor knife, banding equipment, tape measure, nail gun, cotton gloves, chop saw.
- Uses variety of different packaging material for this position including: Kraft paper, fan fold, single face, foam, tape, high density plastic, and stretch (shrink) wrap.
- Participates in the Continuous Improvement Program (CIP) by contributing ideas for improving safety, quality, and/or productivity. Recommends solutions to ongoing issues
- Takes the initiative, promptly seeking his or her next task requiring minimal supervision.
- Acts in a manner that demonstrates being part of the solution, not the problem.
- Demonstrates continuous improvement to reach goals and raise the bar.
- Ensures proper maintenance of equipment and maintains plant housekeeping standards.
- Participates in the semi-annual Performance Evaluation Process by fully engaging in discussion with supervisor about performance. Demonstrates competency by achieving a satisfactory rating.

In addition to the essential duties and responsibilities listed above, all positions are also responsible for:

- Performing all work related tasks in a manner that is in compliance with all Federal, State, and local standards and regulations.
- Adhering to Company policies, procedures, and directives regarding safety and standards of workplace behavior in completing job duties and assignments.

## 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 or equivalent. Requires a minimum of 30 days of on-the-job training. Requires the ability to cross train to run other machinery such as CNC Mills in order to back-fill as needed. Basic computer skills required along with the ability to use a variety of small hand tools, calipers and micrometers. Requires a general knowledge of company products and procedures. Must be proficient in reading a tape measure and attain a 90% passing rate on a measurement test by the 50<sup>th</sup> working day. Must be able to pass a blueprint and caliper test by the 50<sup>th</sup> working day from the date of hire. Must be proficient in using a caliper, tape measure, squares, protractor and romer.

## Mathematical Skills

Ability to add, subtract, divide and multiply.

## Language Skills

Ability to read and comprehend simple instructions and short correspondence. Ability to write standard documentation. Ability to interpret blueprints and customer specifications. Ability to effectively present information and respond to questions from managers, customers, and other employees of the organization.

## Reasoning

Ability to apply common sense and understanding to carry out detailed written and oral instructions. Must have the ability to troubleshoot: determine causes of operating errors and deciding what to do about it.

## 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 frequently required to sit; talk or hear; and use hands to handle, or touch objects or controls. Performs repetitive motion of fingers, hands, wrists, shoulders, upper body while opening, sorting and/or distributing mail. The employee is regularly required to stand and walk. On occasion the incumbent may be required to stoop, bend or reach above the shoulders. The employee must occasionally lift up to 75 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 fumes or airborne particles. The noise level in the work environment is usually: **moderate to loud**.

Employee is expected to wear the required personal protective equipment when on the production floor.

**Notice**

All requirements are subject to modification to reasonably accommodate individuals with disabilities. Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Company retains the discretion to add duties or change the duties of this position at any time.

Gordon Aluminum Industries, Inc. is committed to providing equal employment opportunity to all applicants and employees regardless of their race, color, religion, age, sex, national origin, disability, military service, protected veteran status, genetic information, sexual orientation, gender identity, or any other characteristic protected by federal, state or local law.

