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| **Job title** | *Material Handler – Fab. General Labor*  |
| **Reports to** | *Plant Supervisor* |

**Job purpose**

The material handler maintains and expedites the flow of materials. Responsible receiving purchased and raw materials.The general labor produces fabricated aluminum and steel parts by following work instructions with the aid of blueprint drawings.

**Duties and responsibilities**

* Unloads materials and merchandise from trucks
* Good mechanical & structural aptitude.
* Enters daily transactions in the related software
* Efficient, reliable, hard worker
* Experience using various hand & manufacturing tools.
* Ability to communicate both verbally and in writing.
* Ability to problem solve
* Self-motivated
* Must be able to work under pressure and meet company goals.
* Must be able to work independently, self-starter, but also have a positive team attitude.
* Sound analytical thinking, planning, prioritization, and execution skills.
* Support in distribution by timely picking, wrapping, packing and loading of ordered material for clients
* Locates materials and supplies by pulling and verifying materials and supplies listed on production orders.
* Ensures all raw materials are labeled properly with appropriate dates
* Maintains material-handling equipment by completing pre-use inspections; making operator repairs.
* Contributes to team effort by accomplishing related results as needed.
* Skills/Qualifications: Organization, Scheduling, Analyzing Information, Dealing with Complexity, Deadline-Oriented, Time Management, Process Improvement, Safety Management, Inventory Control, Lifting, Data Entry Skills
* Operates pallet jacks and forklifts as and when needed
* Ability to read and interpret documents furnished in written, oral, diagrams.
* Ability to follow the work order instructions, maintenance instructions, quality and procedure manuals to fabricate and assemble the product.
* Good mechanical & structural aptitude.
* Use basic math skills to ensure parts are made correctly.
* Must be able to read a tape measure.
* Fabricators must have the ability to accurately set up and operate a wide variety of manufacturing equipment.
* Follow safety guidelines and procedures.

**Qualifications**

* 6 months of experience in a fabrication manufacturing environment.
* Experience using various hand & manufacturing tools.
* Ability to communicate both verbally and in writing.
* Ability to lift to 50 pounds.
* Must be able to work independently, self-starter, but also have a positive team attitude.
* Sound analytical thinking, planning, prioritization, and execution skills.

**Working conditions**

This position is located at Porta-Dock, Inc. in Dassel, MN. Hours of work are Monday to Friday from 7:00 AM – 3:30 PM and overtime as needed.

**Physical requirements**

Must be able to lift and move heavy objects with a minimum of 50 lbs. on a regular basis. Must be able to bend, stoop, kneel, climb, or reach while working. Incumbent is required to stand all day, and do repetitive tasks with hands and finger movements.

**Direct reports**

N/A

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| **Approved by:** |  |
| **Date approved:** |  |
| **Reviewed:** |  |