



Patterson Pump Co

Material Handler

Department: Machine Department

FLSA Status: Non-Exempt

Grade/Level: Grade 2

Job Type: Regular

Work Schedule:

8 hours/day. 40 hours/week. Overtime may be required.

Job Status: Full Time

Reports To: Machine Shop Manager

Amount of Travel Required: None

Positions Supervised: None

POSITION SUMMARY

Operate industrial trucks to move materials around the production facility. (Example: warehouse, storage yard, or plant)

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Inspect product load for balance, and safely move it around the warehouse or facility to ensure timely and complete delivery.
- Move levers and controls that operate lifting devices, such as forklifts, lift beams and swivel-hooks, hoists, and elevating platforms, to load, unload, transport, and stack material.
- Position lifting devices under, over, or around loaded pallets, skids, and boxes, and secure material or products for transport to designated areas.
- Perform routine maintenance on vehicles and auxiliary equipment, such as cleaning, engine lubrication, fueling, or replacing liquefied-gas tank.
- Weigh materials or products using lifting devices when feasible, and record weight and other production data on tags or labels.
- Manually or mechanically load and unload materials from pallets, skids, platforms, cars, lifting devices, or other transport vehicles.
- Signal workers to discharge, dump, or level materials.
- Step onto and off of forklift as needed during the shift.
- Must be able to operate overhead crane.
- Operate forklift in all departments of the facility including Weld Shop, Machine Shop, Inventory, Test,

Shipping and Receiving. Perform, complete, and document forklift routine inspection checklist daily prior to operating the forklift.

- Comply with established safety policies and procedures. Wear required Personal Protective Equipment as directed. Use appropriate tools designed for their specific job tasks. Provide feedback related to hazard assessments and/or accident investigations.
- Act in accordance with Patterson's Company policies (ex. Harassment, Equal Employment Opportunity, Ethics, etc.).
- Regular attendance at work is an essential function of the job.

POSITION QUALIFICATIONS

Competency Statement(s)

- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Resource Management (People & Equipment) - Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Delegating Responsibility - Ability to allocate authority and/or task responsibility to appropriate people.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Accuracy - Ability to perform work accurately and thoroughly.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Self-motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.

SKILLS & ABILITIES

Education: High School Graduate or General Education Degree (GED): Required

Experience: No prior experience necessary

Computer Skills:

Certifications & Licenses: Forklift license required. The Company will provide the training and the certification following successful completion of the training.

Other Requirements: Perform all other duties as required by supervision.

Overtime as required.

PHYSICAL DEMANDS

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	O
Walk	O
Sit	F
Manually Manipulate	F
Reach Outward	O
Reach Above Shoulder	O
Climb	F
Crawl	N
Squat or Kneel	O
Bend	O
Grasp	C
Speak	F

Lift/Carry

10 lbs or less	O
11-20 lbs	O
21-50 lbs	O
51-100 lbs	N
Over 100 lbs	N

Push/Pull

12 lbs or less	O
13-25 lbs	O
26-40 lbs	O
41-100 lbs	N

Other Physical Requirements

- Vision (Near, Distance, Color, Peripheral, Depth)
- Sense of Sound - Must be able to pass hearing assessment.
- Ability to wear Personal Protective Equipment (PPE) - Safety Glasses, hearing protection, and foot protection
- Sense of Balance

WORK ENVIRONMENT

Employee could be assigned to drive the forklift in, around, inside or outside any area of the facility. There are uneven areas of the facility which may cause the forklift to have a bumpy ride. The facility is hot in the summer and cold in the winter.

Prepared By:	_____	Date:	_____
Approval:	_____	Date:	_____
Approval:	_____	Date:	_____

Approval: _____ Date: _____

Employee
Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.