



**Patterson Pump Co**

## **SH02 Shipper/Inspector 7C**

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**Department:** Shipping

**FLSA Status:** Non-Exempt

**Grade/Level:** 4

**Job Type:** Regular

**Work Schedule:**

Monday - Friday Additional hours if needed.

**Job Status:** Full Time

**Reports To:** Production Manager

**Amount of Travel Required:** None

**Positions Supervised:** None

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### **POSITION SUMMARY**

Verify and prepare records for outgoing shipments. Prepare items for shipment. Duties include assembling, addressing, stamping, inspecting, and shipping material.

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### **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)**

- Examine contents and compare with records, such as manifests, invoices, or orders, to verify accuracy of outgoing shipments.
- Prepare documents, such as bills of lading and shipping orders to route materials.
- Record shipment data, such as weight, charges, space availability, and damages and discrepancies, for reporting, accounting, and recordkeeping purposes.
- Determine shipping method for materials, using knowledge of shipping procedures, routes, and rates.
- Deliver or route materials to departments, using work devices, such as hand truck, conveyor, or sorting bins.
- Pack, seal, label, and affix other labels to prepare materials for shipping, using work devices such as hand tools or power tools.
- Confer and correspond with establishment representatives to rectify problems, such as damages, shortages, and nonconformance to specifications.
- Contact carrier representative to make arrangements and to issue instructions for shipping and delivery of materials.
- Compute amounts, such as space available, and shipping, storage, and demurrage charges, using calculator or price list.

- 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)**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Self-motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Adaptability - Ability to adapt to change in the workplace.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.

## **SKILLS & ABILITIES**

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

**Experience:** 6 plus months of experience

**Computer Skills:**

**Certifications & Licenses:** Forklift License as required by manager.

**Other Requirements:**

Be able to safely operate power equipment (saws, nail guns, etc.) Able to read a tape measure and compute dimensions to in order to build shipping crates. 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	F
Walk	F
Sit	F
Manually Manipulate	F
Reach Outward	F
Reach Above Shoulder	O
Climb	O
Crawl	N
Squat or Kneel	O
Bend	O

**Lift/Carry**

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

**Push/Pull**

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

**Other Physical Requirements**

- Vision (Near, Distance, Color, Peripheral, Depth)
- Sense of Sound - Normal
- Sense of Smell
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - Safety Shoes, Eye Protection, Hearing Protection

**WORK ENVIRONMENT**

Manufacturing shop floor environment. Fast paced work environment. Temperatures cold in winter and hot in summer.

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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.