



JOB TITLE:	Material Handler	RATE OF PAY:	\$19.25 per hour + 10% shift differential
DEPARTMENT/GROUP:	Material Handling	SCHEDULE:	3 rd Shift
Position Type:	Full Time 40+ hours per week	DATE POSTED:	02.03.2025

JOB DESCRIPTION

SUMMARY OF THE POSITION

The Material Handler is responsible for the delivery of materials to assigned assembly cells and the machine shop. This position will assist in the unloading of incoming freight and storing of raw materials. They must also be able to bend, reach, push, pull and carry up to 40 pounds. Computer skills are necessary and manufacturing experience is preferred. This will all be done while working in a team environment.

ESSENTIAL RESPONSIBILITIES

- Stock assembly lines on a regular schedule as well short notice response.
- Maintain accurate storage location records.
- Unload, verify, label, and put away incoming freight as directed.
- Distribute non-inventory materials as directed.
- Determine proper storage locations for all inventory.
- Reports defective materials or questionable conditions to the Quality Department per defined reject process.
- Maintain work area and equipment in a clean and orderly condition to 6S standards.
- Works closely with Purchasing Department in processing paperwork, checking “hot sheets”, and following special receiving or inspection instructions as well as reporting shortages.
- Operate a tugger tow vehicle with delivery cart(s).
- Operate hand pallet jack and forklift as necessary.
- Works at the direction of Department Supervisor and Team Leader.
- Completes tasks as directed by manufacturing schedules with minimal supervision.
- Participates in Team meetings and projects.
- Works effectively in a team environment.
- You will be expected to operate according to ISO 9001 requirements.
- Members are held responsible and accountable to follow safety guidelines, maintain a clean and organized work area and use good safety judgement. Members are to report all unsafe activities and conditions to Supervisors and/or Safety & Occupational Health Specialist.

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the member for this job. Duties, responsibilities, and activities may change at any time with or without notice.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High school diploma or general education degree (GED); Forklift and/or Powered Industrial Truck experience preferred.

EXPERIENCE/SKILLS/ABILITIES

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of weight measurement, volume, and distance. Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables. Basic personal computer skills. This position also requires the ability to prioritize tasks.

PHYSICAL REQUIREMENTS

Moderate physical activity performing somewhat strenuous daily activities of a primarily production/technical nature. Ability to lift up to 51 pounds. Ability to work under pressure and time sensitivity.

WORKING CONDITIONS

Well-lighted, heated and/or air-conditioned indoor office/production setting with adequate ventilation. Moderate noise (examples: business office with computers and printers, light traffic).

ADDITIONAL NOTES

Employment is contingent upon successful completion of a physical and drug test.

Equal Opportunity Employer/ Protected Veterans/Individuals with Disabilities

APPLICATIONS ACCEPTED BY:

FAX OR EMAIL:

Fax number: 585-494-8371
E-mail: hr@libertypumps.com

MAIL OR IN PERSON:

Liberty Pumps
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Attn: Human Resources

