



IB-TECH JOB BID PRODUCTION MATERIAL HANDLER MANUAL WELD 2 – 1ST SHIFT

INTERNAL JOB POSTING #16-05-2022 (Please Include Job # on Job Submission Form)	
POSTING DATE	Tuesday, May 17, 2022
APPLICATION PROCESS	Job Submission Form to Julie Buzzard (HR)
APPLICATION DEADLINE	Tuesday, May 24, 2022

Education & Experience Requirements

- High School Diploma preferred AND;
- 6 months of job-specific and related experience in manufacturing OR;
- 1 year of job-specific and related experience in manufacturing AND;
- Must possess demonstrated physical capability; ability to work safely as a team, contribute to safety, quality, cost, delivery, and morale efforts

Primary Roles & Responsibilities

- Check that proper quantity is being given to the lines while handling material
- Dispose of trash, cardboard, empty containers and other items from the production lines
- Know the right place in the factory or warehouse floor where every item should be stored
- Lift and carry material from location to production line
- Notify production control and warehouse personnel of any parts shortages
- Notify production control and warehouse personnel of changes in the scheduled production run
- Operation of industrial vehicles if trained and required
- Pick, pull and open proper part containers needed for the production run
- Read production schedule, or follows oral instructions to determine material to be moved
- Scan material to proper location by using a radio frequency (RF) scan gun
- Take care of loading and unloading of the material from the production lines
- Track and monitor inventory levels
- Overtime may be assigned
- Travel not likely or 0%, but may be requested by Leadership
- Training needs are based on IB-TECH's training matrix for this position, relevant to ISO 9001 and ISO 14001 systems
- Other duties as assigned

Physical Demands

- Associate must be able to occasionally lift up to 40lbs in single or multiple lifts. Associate must be able to occasionally push/pull up to 100lbs. Associate will frequently bend, twist, turn, squat kneel, overhead reach, climb stairs, use various hand tools (power, percussive, vibrating, and manual) and pinch grip small objects for up to 7 hours per day. Typical work environment includes; standing and walking in a manufacturing setting 7 hours per day. Associate may have to have a valid driver's license if travelling for IB-TECH. Idle time between job tasks is not likely to exist. Break/Lunch periods are typical in an 8.5 hour day.

Grade/Classification: Associate
FLSA Status: Hourly
Department Assignment: Production
Function: Material Handler
Reports to: Production Team Leader
Supervises: None

IB-TECH reserves the right to change and/or otherwise amend the job description herein from time to time based on business needs. Rev 9/10/20