



KOLBERG-PIONEER, INC.

Position Description

Hourly / Indirect

POSITION: MATERIAL HANDLER/EXPEDITER
DEPARTMENT: PARTS / SHIPPING & RECEIVING
REPORTS TO: INVENTORY AND PRODUCTION CONTROL MANAGER
UPDATED: July 1, 2020

Basic Function

Work is performed under the supervision of the IC/PC Manager and in cooperation with the Parts Department Team Leader.

Primary Duties and Responsibilities

Inbound Freight:

1. Receive materials from freight carrier by verifying receipt of proper number of crates, boxes, cartons, etc.
2. Inspect freight as delivered for shortages and damages.
3. Check shipments against packing slip.
4. Data entry of daily receipts.
5. Label material received, place in stock, move to appropriate production department, or ship to customer/dealer.

Outbound Freight (LTL)

1. Gather, verify, inspect, package, and ship parts per instructions.
2. Ability to use shipping software for LTL packages.
3. Knowledge of various export packaging requirements.

Outbound Freight (Parcel)

1. Gather, verify, inspect, package, and ship parts per instructions.
2. Ability to use shipping software for small parcel packages.
3. Knowledge of various export packaging requirements.

Shop Floor Support:

1. Gather and/or disperse inventory items per issue notes to proper floor location. Inspect completed manufactured parts as delivered to the storeroom and put into proper location. Wear a radio and keep the volume where you can hear it so shop personal can contact you.
2. Move completed work to the next work center. This includes the Powder Coat paint booth and the gateway work centers like the burn tables, saws and laser to the next work center.
3. Empty chip dumpsters from the machine shop machines and place in the roll off chip dumpster outside door 20.
4. Manage the pallet corrals and keep the appropriate level of pallets at each location.

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Position Description for **MATERIAL HANLDER/EXPEDITER**, cont.

5. Discard any broken pallets that accumulate in the shop.
6. Remove excess empty steel pallets from the shop and store them outside door 32.
7. Empty skeleton boxes and steel dumpsters when full.
8. Move empty pipe carts and flat carts back to the gateway work centers.

General Parts Room:

1. Maintain proper location and inventory counts in Epicor.
2. Perform cycle counts as requested.
3. Perform local pick-up and delivery of mail, parts, supplies, etc.
4. Help in processing RMAs.
5. Assist in any backlogged area.
6. Operate and use various hand tools, forklifts, and overhead hoists and cranes.
7. Use computer when needed.
8. Maintain a safe, organized, and clean working environment.
9. Conserve Company resources by using time, equipment, and supplies as needed to accomplish work tasks.
10. Use Company property with care and respect, help maintain it in good working condition, and retain it on the premises.
11. Perform or assist in other assigned duties as qualified.
12. Interact with fellow employees, customers, truckers, and management in a cooperative, supportive, and courteous manner; comply with all Company policies, procedures, rules, and regulations, upholding KPI Core Values.
13. Executes internal Sarbanes-Oxley control responsibilities with diligence and integrity. These internal control responsibilities are communicated to the person in this position and periodic feedback is provided.

All duties are performed in compliance with Company policies relating to safety and housekeeping.

Essential Functions of the Job (with or without reasonable accommodation)

1. Perform work standing on concrete a minimum of 8 hours and up to 12 hours per day.
2. Willingness to train/work during hours outside of regularly-scheduled core shift.
3. Flexibility to work additional hours beyond the core work schedule when needed.
4. Willingness to cross-train and perform the work of any job tasks or positions within the company as assigned, outside of or in additional to primarily-assigned position, work area, and/or department.
5. Willing ness to assist with training and mentoring co-workers.
6. Regular and reliable attendance, appearing on time for each scheduled work day and working all the scheduled work hours.
7. Perform work safely in accordance with all Company safety policies, procedures, and Personal Protective Equipment (PPE) requirements.
8. Perform work in various physical positions including standing, kneeling, squatting, bending, and reaching.
9. Ability to wear the Personal Protective Equipment required for this position, including but not limited to hearing protection, safety glasses, and safety boots with metatarsal guards, face shield, and gloves.

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Position Description for **MATERIAL HANDLER/EXPEDITER**, cont.

10. Primary work assignment will require employees to be able to frequently push/pull/lift up to 45 pounds. Employees may occasionally push/pull/lift greater than 45 pounds if they are physically able to safely do it. Employees are encouraged to use caution at all times when pushing/pulling/lifting. Please consider the size, shape, weight of the object to be pushed/pulled/lifted, the path and the distance you must travel along with your own physical ability. If necessary, please seek assistance with pushing/pulling/lifting tasks. Employees should never lift more than they are physically able to do.
11. Operate assortment of forklifts in parts room.
12. Ability to use and operate a variety of hand tools and devices.
13. Ability to understand printed and instructional material for guidance and specifications in order to sort, locate, and distribute parts in a correct and efficient manner.
14. Ability to apply common sense.
15. Ability to plan for a fluctuating work load to meet daily requirements.
16. Basic ability to use computer on a limited basis to obtain information.
17. Must complete and maintain forklift operation certification and be able to safely operate a forklift when necessary.
18. Perform work in heavy industrial setting with exposure to heat, cold and humidity, industrial odors, fumes, gasses, chemicals, oil, grease, smoke dust, loud noise (hearing protection provided and required), and vibration. Work involves climbing ladders and stairs, movement of heavy objects, using pneumatic tools, working with moving machinery and equipment, working near moving mechanical parts, working in cramped quarters, and working above floor level which could include high, precarious places. There is a risk of electrical shock associated with this job.

Education and Experience

1. Must successfully complete a pre-employment drug screening, physical, and background check, and random drug and /or alcohol screenings throughout employment.
2. High School Diploma or General Education Degree (GED) preferred.
3. Forklift operation experience desired.
4. Computer experience desired, particularly the ability to use a mouse and locate files.

Essential Qualifications

1. Must be dependable, dedicated to getting the job done correctly, and use time wisely.
2. Adept at problem-solving. Adaptable to new situations and challenges. Open to changes and new ideas.
3. Ability to satisfactorily work alone with reasonable instructions, training, and supervision, and ability to work with others respectfully and professionally in a team environment.
4. Ability to communicate, expresses one's needs, and asks questions.
5. Ability to apply commonsense understanding to carry out detailed and written and /or oral instructions.
6. Ability to handle the stress that accompanies production standards and deadlines.
7. Ability to accept constructive criticism and make subsequent adjustments, and willingness to rework incorrect tasks completed by oneself or others.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Position Description for **MATERIAL HANLDER/EXPEDITER**, cont.

While performing the duties of this job, the employee is continually required to talk and listen. The employee frequently is required to communicate and exchange accurate information. The employee is required to walk, sit, stand, use their feet and hands, feel grip, pinch, drive, rotate wrist, reach above and below shoulders, reach and carry with hands and arms, step up and down, climb and balance, bend and stoop, twist, squat, crouch, kneel, and crawl. The employee occasionally will work outside the facility encountering uneven or slippery surfaces, and work in wet conditions. Specific vision abilities include close, distant, color, peripheral, depth, focus, and hand-eye coordination.

Primary work assignment will require employees to frequently push/pull/ lift from the floor to table/cart, and lift from table/cart to shoulder level. Employees may occasionally push/pull/lift below or above shoulder level greater than 45 pounds if they are physically able to do so safely. Employees are encouraged to use caution at all times when pushing/pulling/lifting. Please consider the size, shape, weight of the object handling, the path and distance to be traveled when judging your own physical ability. If necessary, please seek assistance when needed. Employees should never lift more than they are physically able to handle safely.

Material Handler Wage Group2 (entry-level):

1. Work primarily in one of the above listed areas in addition to the General Parts Room duties listed.

Material Handler Wage Group 3:

1. Be capable of working proficiently in all areas listed above, or proficient in a minimum of three areas listed above in addition to being cross-trained for another position in the facility outside of the Parts Room.
2. Exemplify being a good team member and provide a positive attitude to the parts room.
3. Actively working towards improving safety, efficiencies, and material handling in the parts room.
4. Committed to a Quality First mentality, doing things right the first time and looking for ways to error proof processes.
5. Be willing and able to serve as a project leader with two or three other employees when needed.
6. Operate the Pay loader and Clark forklift in Yard.

This description is intended as a guide only. The listed duties may be changed at the discretion of the incumbent's supervisor.

Employer Agreement

There is no specified term connected with your employment. Employment is at-will and termination by either party is also at-will. An Offer should not be construed as a guarantee of employment for any specific duration. In addition, your duties and/ or compensation may change from time to time based on the needs of Kolberg-Pioneer, Inc. and your skills as determined by Kolberg-Pioneer, Inc.

Employee's Review of Job Description

I have reviewed and understand the job details, essential duties, qualifications and physical demands of this position and can perform this job as described.

Signature

Printed Name

Date