



Material Coordinator

Summary of Job Description

The positions within Materials II are responsible for delivering parts and components to the designated work stations. The employee operates a forklift or tow motor to transport the parts. They must be able to utilize data from a computer or print outs to prepare parts for the stations. They must maintain a clean and safe working environment.

Essential Functions

- Communicate verbally with co-workers to keep a safe working environment
- Follow written and verbal instructions to complete tasks
- Operate forklift/tow motor to retrieve and transport parts safely
- Lift light and/or heavy parts on and off a cart, floor, shelf, etc.
- Use of a cart to push/pull equipment and parts to and from designated areas
- Load, sort, and distribute parts
- Separate parts for specific storage areas
- Keep areas stocked with the correct parts and supplies
- Review paperwork
- Use computer to locate specific parts and log in parts
- Tracking and record inventory of parts
- Label parts and equipment for inventory tracking
- Assist co-workers with heavy lifting of parts
- Understand the differences in parts and tools
- Sweep and clean shop area
- Work required hours and have excellent attendance record
- Work overtime as needed
- Maintain a clean and safe working environment

Marginal Work Functions

**These functions may be considered essential based on location, position, and other factors.*

- Retrieve parts stored outside in all weather conditions: rain, snow, cold, and heat*
- Assist Material Handlers in other departments as needed*
- Respond to other co-workers' requests when called upon using a hand held radio*
- Assist in training new employees as directed by team leader*

Basic Qualifications

- High School Diploma or equivalent education
- At least three years or more in warehouse and materials handling experience

Preferred Qualifications to complete Essential Functions

- Forklift Certified

Key Abilities Needed to Complete Essential Functions

**All positions require the ability to perform the essential functions of the position with or without reasonable accommodations. Detailed physical job analysis available upon request.*

- Perform assigned tasks
- Demonstrate strong interpersonal communication skills
- Follow instructions from supervisors and other co-workers
- Communicate with other individuals in a loud environment to complete tasks
- Recognize and react to abnormal operating conditions
- Stay alert to the surrounding areas and alert individuals when operating a forklift
- Use and wear personal protective equipment as indicated by the task or environment
- Hear safety alarms and other co-workers
- Perform counting tasks
- Maintain balance when walking and standing on potential slippery work floor while pushing a cart with equipment/parts
- Maintain balance when climbing on a portable step to retrieve parts
- Use a computer to track down parts
- Individually lift and manipulate parts/equipment weighing up to 75 pounds
- Tolerate constant standing, sitting, and walking throughout the shift
- Use both hands for tool operation, carrying of parts, and assisting co-workers with heavy lifting of parts
- Climb in and out of forklift/tow motor safely
- Demonstrate strength and physical stamina to complete the tasks safely
- Remember task sequence, parts locations, and safety constraints