



Quality Aluminum Products Job Description

Job Title: Water Spider
Department: Production
Reports To: Plant Supervisor
FLSA Status: Non - Exempt

Summary: The main goal of the material handler is to facilitate the production process. The material handler will ensure production has all necessary material to run by performing the following duties. This job has no supervisory responsibilities.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Load coils of steel/aluminum onto reels based on production schedule and machine capacity.
- Ensure operation success by monitoring and maintaining all packaging material levels at each machine. Cardboard, pallets, tape, glue. Etc.
- Build wood pallets using nail gun and handsaw to standards.
- Label finished goods based on product code and quantity.
- Properly gather and dispose of scrap materials: aluminum, cardboard, steel, etc.
- Ability to maintain constant communication between hilo drivers to facilitate flow of production.
- Ensure quality standards are maintained by watching for product defects.
- Maintain a high level of organization and cleanliness by utilizing 5s standards.
- Ability to maintain regular attendance at QAP facility.
- Any other job assigned
- Promote and facilitate safety culture

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Focus

Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.



Integrity and Trust

Is widely trusted; is seen as direct, truthful individual, can present the unvarnished truth in an appropriate and helpful manner; keeps confidence; admits mistakes; doesn't misrepresent himself/herself for personal gain.

Peer Relationships

Can quickly find common ground and solve problems for the good of all; can represent his/her interests and yet be fair to other groups; can solve problems with peers with minimum noise; is seen as a team player and is cooperative; easily gains trusts and support of peers; encourages collaboration

Drive for Results

Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.

Functional/Technical Skills

Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.

Written Communications

Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.

Time Management

Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.

Informing

Provides the information people need to know to do their jobs; provides individuals information so that they can make accurate decisions; is timely with information.

Education and/or Experience

Less than high school education; or one month to three months of related experience or training; or equivalent combination of education and experience.

**Language/Reasoning Ability/Mathematical Skills**

Ability to add, subtract, count in simple units of measurement and or whole numbers. Ability to read, write and speak basic English and interpret documents such as safety rules, operating instructions, and procedure manuals. Ability to fill out production reports and follow production schedules.

Certificates, Licenses, Registrations

Earn and maintain a crane permit and Hilo license.

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. You must notify the company if such an accommodation is needed.

While performing the duties of this job, the employee is regularly required to stand for most of the 8 + hour shift. Must have the ability to use hands to handle, grab, lift, pull or feel; reach with hands and arms. The employee is frequently required to stoop, kneel, and crouch. The employee must regularly lift and /or move up to 35 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to moving forklifts and pallets. The employee is occasionally exposed to hot or cold conditions. The noise level in the work environment is high and requires the use of hearing protections. We also require steel toed shoes and protective eyewear at all times in the plant.



I understand as written, and I agree to the terms and conditions of this job description. I understand that this job description as well as the employee handbook sets forth the terms and conditions of my employment. I further understand that any violation of the rules or deficiencies in performance may lead to disciplinary action, up to and including discharge. Nothing in this job description is intended to, or shall modify, or alter Quality Aluminum's "AT WILL" employment policy. I also understand that Quality Aluminum may alter this job description or add any duties as necessary.

Employee Signature

Date