



Job Title: Production & Warehouse Technician
Department: Operations
Reports To: Plant Superintendent
FLSA Status: Non-Exempt
Approved By: Plant Manager
Approved Date: 01/2019

Summary

Individuals are responsible for the daily production and product handling tasks related to company operations. They receive, store, and distribute materials, tools, equipment, and products within establishments by performing the following duties:

Typical Essential Duties and Responsibilities

- Reads production schedule, customer order, work order, shipping order, or requisition to determine items to be moved, gathered, or distributed.
- Operate various production equipment and machinery, including the extruder/hammermill
- Conveys materials and items from receiving or production areas to storage or to other designated areas.
- Assembles customer orders from stock and places orders on pallets or shelves; or conveys orders to packing station or shipping department.
- Records amounts of materials or items received or distributed. Uses computer to enter records.
- Compiles worksheets or tickets from customer or management specifications.
- Drives vehicle to transport stored items from warehouse to plant or to pick up items from several locations for shipment.
- Completes requisition forms to order supplies from other plant departments. Maintains inventory records.
- Accurately identify and comprehend Bill of Lading forms
- Maintain clean, safe, warehouse workplace
- Accurately complete and process inventory records
- Rotate inventory per designated procedures
- Safely operate forklift to pick up, transport and stack pallets
- Load and unload trucks and barges (seasonally)

Supervisory Responsibilities

This job has no supervisory responsibilities.

Leadership/Cultural Responsibilities

- Contribute to an environment of trust and mutual respect
- Maintain a strong commitment to teamwork and concern for others
- Seek growth and learning opportunities
- Maintain a high level of personal responsibility and ownership
- Use effective communication and listening skills
- Maintain a high level of personal accountability and integrity

Education and/or Experience

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Individuals must have the ability to operate or learn to operate production machinery (i.e., extruder/hammer mill, augers, dryers/belts, mixer, and batching equipment)
- Previous machine/bagging operations PREFERRED
Previous SITTING forklift operations PREFERRED

Language Skills

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

Mathematical Skills

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 American money and weight measurement, volume, and distance.

Reasoning Ability

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.

Computer Skills

To perform this job successfully, an individual should have knowledge of basic Microsoft applications and related warehouse software.

Certificates, Licenses, Registrations

Valid State Class D driver's license and ability to complete company forklift training certificate.

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. While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is frequently exposed to extreme temperatures, dust particles, moving mechanical parts. The noise level in the work environment is usually moderate to high.