

<b>Kloeckner Metals</b>		<b>JOB DESCRIPTION</b>	
JOB TITLE <b>Warehouseman/Packaging Line Helper</b>		JOB CODE <b>L01</b>	
OCCUPATIONAL GROUP (Department) <b>261900</b>		FLSA Exempt / <b>Non Exempt</b>	EEO (HR Use Only)
APPROVAL <b>MRG</b> _____ <b>DZ</b> _____ <b>MS</b> _____		EFFECTIVE DATE <b>3/4/04</b>	

### **BASIC FUNCTION**

This position is accountable for the packaging and storage of finished products.

### **RESPONSIBILITIES**

1. Package product to maximize productivity of the line
2. Review and verify product and package quality by following instructions found on PV's, selecting and maintaining packaging materials and tools
3. Prepare material for shipment including weighing and tagging products
4. Transfer completed products to appropriate area to ensure efficient distribution as required
5. Report all line problems, breakdowns, accidents and quality issues to the crew lead or supervisor
6. Create reject tags and make certain all material processing tags are accounted for
7. With the guidance of the Lead Man, responsible for keeping finished goods area neat and organized
8. Must operate forklift and crane (once trained)
9. All other duties as assigned

### **DESIRED SKILLS**

Ability to read and understand work orders and written instructions; utilize measuring devices such as rulers, tapes, and calipers; and utilize compute system (with training) to check stock and print tags.

### **REPORTS TO**

Mark Gonzales, MPO

### **SUPERVISES**

N/A

### **LOCATION**

Chicago

**PHYSICAL DEMANDS:**

**I.** *How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.*

PHYSICAL ACTIVITY	AMOUNT OF TIME			
	NONE	UP TO 1/3	1/3 TO 2/3	2/3 +
Stand				X
Walk				X
Sit	X			
Talk or hear				X
Use hands to finger, handle or feel				X
Climb or balance		X		
Stoop, kneel, crouch or crawl				X
Reach with hands and arms				X
Taste or smell	X			

**II.** *Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.*

WEIGHT TO LIFT OR FORCE	AMOUNT OF TIME			
	NONE	UP TO 1/3	1/3 TO 2/3	2/3 +
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds	X			

**III. VISION**

*Does this job have any special vision requirements? Check all that apply.*

- Close Vision (clear vision at 20 inches or less)
- Distance Vision (clear vision at 20 feet or more)
- Color Vision (ability to identify and distinguish colors)
- Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth Perception ( three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to Adjust Focus (ability to adjust the eye to bring an object into sharp focus)
- No Special Vision Requirements.

**IV.** *Make notes on the specific job duties that require the Physical demands selected above.*

WORK ENVIRONMENT:

I. How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

EXPOSURE	AMOUNT OF TIME			
	NONE	UP TO 1/3	1/3 TO 2/3	2/3 +
Wet, humid conditions (non-weather)	X			
Work near moving mechanical parts				X
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration			X	

II. NOISE LEVEL

How much noise is typical for the work environment of this job? Check the appropriate level below.

- Very Quiet (Examples: forest trail, isolation booth for hearing test)
- Quiet (Examples: library, private office)
- Moderate Noise (Examples: business office with typewriters and/or computer printers, light traffic)
- Loud Noise (Examples: metal can manufacturing, large earth-moving equipment)
- Very Loud Noise (Examples: jack hammer work, front row at rock concert)

III. Make notes on the specific job duties that are affected by the environmental conditions selected above.

COMMENTS:

Include any other information that will aid in the preparation of an accurate description of this job. **Employee is required to ask for help before lifting heavy skids or fiber cores.**

**Required PPE:** Hard Hat  
Safety Shoes  
Arm Guards (*required unless wearing uniform jacket*)  
Safety Glasses (*must be worn over prescription glasses*)  
Gloves (*not to be worn when using saws*)  
Respirator (*employee choice*)  
Back Support (*employee choice*)  
Ear Protection (*employee choice*)

Enclosed - Job Hazard Analysis.  
Enclosed - Training form (QF001 & QF761SLT)

QUESTIONNAIRE PREPARED BY:

Name: Mark Gonzales Date: 2/4/08 (Revised)

Title: MPO

Basis for knowledge of job: X supervise job

X hold job now

Reviewed by: Austreberto Ayala – Production Foreman

Job Description, Packaging Line Helper (2008)

I (the employee) have read and understand the job description for which I am being hired (or temp to hire) or currently hold.

\_\_\_\_\_ Date \_\_\_\_\_

**Job Description, Packaging Line Helper (2008)**

I, the employee's doctor, (or examining physician) have read the job description including the physical demands portion. It is my professional opinion that after examining the employee, he/she can successfully perform these daily job duties.

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Date