

WAGNER SPRAY TECH POSITION DESCRIPTION

I. General Information

Title: Truck Order Filler 1

Date: 3/10/2016

Grade: 8

FLSA: Non-exempt

Reports to: Distribution Supervisor

Revised:

Position Objective: The individual in this role picks units and/or parts and accessories for shipment and operates various material handling equipment to fill customer orders.

II. Essential Duties and Responsibilities

1. Picks units and/or parts and accessories for shipment to customers by reading a pick document, ultimately moving, during the training process, to using a hand held RF Gun, or voice technology. May assist in the consolidation of orders with additional shipments as needed and packs and labels according to customer shipping and routing requirements.
2. Operates forklift, parts picker and other material handling equipment to fill customer orders.
3. Receives work direction from department leadership.
4. Assist in the physical aspect of cycle counts and selected inventory daily.
5. Performs other duties as assigned.

III. Qualifications

Education and Experience: High School Diploma or General Equivalency Diploma (GED). Must have at least one year of warehousing experience and a forklift certification or license.

Knowledge, Skills and Abilities:

- Ability to read and comprehend simple instructions and follow written and verbal directions.
- Ability to perform basic mathematical computations such as to adding, subtracting, and dividing using whole numbers, common fractions, and decimals.
- Effective oral communication skills.
- Knowledge of the standard methods used to pack and unpack materials and supplies from trucks, containers and racking/shelving.
- Ability to operate manual and powered material handling equipment such as electric and gas forklifts, pallet jacks, and high lifts.
- Ability to be taught how to use warehouse scanners for inventory tracking and control and/or processing orders.
- Ability to listen and be aware of warehouse/production floor activity to support a safe and hazard free working environment.
- Ability to be objective and flexible in adapting to changes in priorities, work assignments and other interactions that may impact pre-established courses of action for completing projects and assignments.

- Ability to work extended hours and/or varying shifts as requested in order to maintain adequate coverage during hours of operation.

IV. Physical Effort and Working Conditions

The physical efforts and working conditions 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.

Physical Effort: the phrases correspond to the following definitions: “**Seldom**” means up to 1 hour per day; “**Occasionally**” means 1 to 2 hours per day; “**Frequently**” means 2 to 5 hours per day; and “**Continuously**” means 6 or more hours per day.

Physical Effort	Frequency Code	Physical Effort	Frequency Code
Stand	C	Grasp/Grip	C
Sit	F	Repetitive Motions	O
Walk	O	Rapid Work Speed	O
Bend/Twist	O	Finger Movement	C
Push	S	Typing	O
Pull	S	Close Vision	F
Climb	S	Far Vision	C
Reach	S	Depth Perception	C
Lift	C	Hear	C
Carry	O	Talk	C

Working Conditions: The phrases correspond to the following definitions: “**Seldom**” means up to 1 hour per day; “**Occasionally**” means 1 to 2 hours per day; “**Frequently**” means 2 to 5 hours per day; and “**Continuously**” means 6 or more hours per day.

Working Conditions	Frequency Code	Working Conditions	Frequency Code
Heat	O	Heights	S
Cold	O	Moving Objects	C
Temperature Changes	F	Dust	C
Dampness	S	Dirt	C
Humidity	O	Office Environment	S
Wet Environment	S	Works Alone	O
Works Outdoors	S	Works With Others	C
Noise	F		

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.