

**SUMMERS MANUFACTURING COMPANY, INC.**  
**POSITION DESCRIPTION**

POSITION TITLE: Inside Material Handler - Welding  
IMMEDIATE SUPERVISOR: Fabrication/Welding Lead  
SUPERVISION RESPONSIBILITIES: No

DEPARTMENT: Production  
FLSA: Non-Exempt

1. GENERAL SUMMARY OF RESPONSIBILITIES:

Operate forklift, hoist or hand truck to transport materials and equipment to and from storage and processing areas. Develop material handling methods that will not damage inventory or parts during handling, including machined surfaces and threads on fabricated components.

2. SPECIFIC JOB RESPONSIBILITIES:

- A. Update and maintain locations in Syspro using handheld.
- B. Operate fork lift to push, pull, lift, stack, tier or move products, equipment or materials.
- C. Position lifting device under, over or around products and stack material by raising and lowering lifting device.
- D. Set up materials for machine operators and remove project from fabrication work area when the job is completed.
- E. Put away parts that the machine operators make.
- F. Set up materials and jigs for welders and remove project from welders work area when the job is completed.
- G. Keep all welding stations stocked with welding wire.
- H. Maintain organized storage for small jigs kept inside and keep part numbers visible on them for quick identification.
- I. Pull jobs for welders and keep them supplied with materials needed to complete their job.
- J. Move incoming materials to storage, fabrication or assembly area after inspection is complete.
- K. Perform daily maintenance and safety inspection checks on fork lift.
- L. Keep shop floor and immediate perimeter of main factory building in a clean and orderly manner.

3. JOB SPECIFICATIONS:

A. Education/License/Certification Requirements:

1. High School diploma or equivalent or experience as outlined below, required.
2. Forklift operator's license, required. Testing and licensing can be administered by Company Safety Coordinator.

B. Experience Requirements:

1. Knowledge of, and experience with, various shop tools, required.
2. Basic mechanical ability required.

C. Physical Requirements:

This position will involve that physical exertion found in a metal fabrication company making agricultural equipment and will include stooping, climbing, lifting and other such exertion necessary to become and remain familiar with plant type work.

1. Ability to sit up for long periods of time throughout the work day, required.
2. Ability to stoop, bend and/or reach over head occasionally during the day may be required.
3. Possess close vision (clear vision at 20 inches or less), and distance vision (clear vision at 20 feet or more), required.
4. Ability to judge distance and spatial relationships, including three dimensional, required.

D. Lift and Carry Requirements:

1. This position requires lifting and carrying boxes of machine parts, weighing up to 50 lbs. in the following situations:
  - a. Lifting parts from machinery while working on a machine.
  - b. Carrying raw materials short distances, up to 50 feet.
2. This position requires frequent lifting and carrying of machine parts, weighing over 50 lbs. using hoist or forklift or hand truck.

E. Equipment/Tools Requirements:

1. Ability to utilize forklift or hoist or hand truck, required. Employee must be trained and authorized before operating any forklift.

2. Ability to utilize tools such as hand drill, air wrench, metal grinder, etc., required.

F. Environment Requirements:

This position involves work inside and outside the plant, where conditions may get dusty, hot, cold, noisy and smoky and may involve exposure to some odors:

1. Ability to work around fumes and chemicals, required.
2. Ability to work around moving parts, required.
3. Ability to work outside, required.
4. Ability to work in adverse weather conditions, required.
5. Ability to work around loud noises, required. Hearing protection is mandatory in certain situations.

G. Communication Requirements:

1. Excellent oral and written communication skills, required.
2. Ability to work as part of a team, required.

By accepting a position within Summers Mfg. you will become part of a team which comes with the responsibility of promoting a culture that ALL employees are accountable to. This culture is defined as:

- \* Ensuring a safe workplace by always being aware of potential hazards and following all safety rules.
- \* Fostering the company values in communications and decisions made every day by being respectful and promoting a team environment.
- \* Accepting and Supporting the challenge to participate in the continuous improvement efforts by actively contributing in identifying and eliminating waste within the company; by identifying problems, finding solutions, and being an active participant in sustaining those solutions.
- \* Smile every day!

This job description does not list all the duties of the job. Your supervisor may make an assignment of other duties or instructions from time to time.

This assignment of duties or instructions will be within your knowledge and skill base to ensure performance of the assignment in an adequate manner.

Management has the right to revise this job description at any time.

This job description is not a contract for employment, and either you or the firm may terminate employment at any time, for any reason.

## **JOB DESCRIPTION ACKNOWLEDGMENT**

I acknowledge that I have received a copy of the updated job description for my position with Summers Manufacturing. I have read this job description (or had it read to me) and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined, with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. I understand that it is my responsibility to ask my supervisor or human resources for more clarification should I have any questions about my job duties and responsibilities or require a reasonable accommodation.

---

*I understand, and have received a copy of my updated job description.*

*Signed:* \_\_\_\_\_ *Date:* \_\_\_\_\_

\_\_\_\_\_  
*Supervisor Signature*

\_\_\_\_\_  
*Date*

*Employee or Supervisor comments:*

*Return this form to Human Resources.*