



Position Description

Title: Materials Coordinator

Department: Production

Reports To: Materials Manager

FLSA Status: Non-Exempt

Summary: This individual will be responsible for coordinating materials handling.

Essential Duties: Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- Perform kitting, plasma cutting, and material marking
- Work with Purchasing and Production to coordinate kitting of materials
- Lead the shop organization and clean-up of debris
- Function as a back-up to the receiving and shipping processes
- Support the improvement processes for material handling
- Ability to coordinate projects and tasks
- Knowledgeable regarding the materials used in the shop
- Maintain a clean, organized work area
- Perform all tasks in compliance with company safety program
- Perform all other tasks as required
- Work toward continuous quality improvement
- Stay current with changing technology, including software and related applications
- Uphold, support, and promote all company policies and procedures

Supervisory Responsibilities: None

Qualifications: To perform this job successfully, the individual in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

Education/Experience:

- High School diploma/GED, some technical school or college training preferred
- 2 or more years of experience in shipping/receiving/materials handling preferred
- Experience in a manufacturing or fabrication setting preferred
- Experience with Microsoft Office products desired
- Knowledge of Sage/Software Systems desired, on the job training is available

Language Skills:

- Strong verbal and written communication skills



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Mathematical Skills:

- Ability to calculate figures and amounts such as percentages, area, circumference, and volume.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

Certificates, Licenses, Registrations:

- Valid Driver's License preferred

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.

- Standing – Approximately greater than 1/3 of on-the-job time.
- Walking – Approximately 1/3 of on-the-job time.
- Sitting – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel – Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms – Approximately greater than 2/3 of on-the-job time.
- Climbing or balancing – Approximately less than 1/3 of on-the-job time. May involve heights of 20 or more feet.
- Stooping, kneeling, crouching, or crawling – Approximately less than 1/3 of on-the-job time.
- Talking or hearing – Approximately greater than 2/3 of on-the-job time.
- Tasting or smelling – Approximately less than 1/3 of on-the-job time.
- Weight lifted/Force exerted – An average of approximately (10 - 60) pounds, greater than 1/3 of on-the-job time, non-continuously.

Physical demand requirements listed are primarily applied to ability to lift and move products, paper, office supplies, files, etc.

- Vision – 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), and Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Environmental – Exposure to potentially hazardous environmental conditions may include the following:

- Wet/humid conditions (non-weather) – Approximately less than 1/3 of on-the-job time.
- Work near moving mechanical parts – Approximately less than 1/3 of on-the-job time.
- Work in high, precarious places – Approximately less than 1/3 of on-the-job time.



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- Fumes, gases, or airborne particles – Approximately less than 1/3 of on-the-job time.
- Toxic or caustic chemicals – Approximately less than 1/3 of on-the-job time.
- Outdoor weather conditions – Approximately less than 1/3 of on-the-job time.
- Extreme cold (non-weather) – Approximately less than 1/3 of on-the-job time.
- Extreme heat (non-weather) – Approximately less than 1/3 of on-the-job time.
- Risk of Electrical Shock – Approximately less than 1/3 of on-the-job time.
- Vibration – Approximately less than 1/3 of on-the-job time.

Noise: Loud – (noise levels not exceeding 85dB)

Environmental – Welding fumes, grinding dust, chemical vapors.

Noise – Noise levels from manufacturing tools/machinery not exceeding 85dBA