

Material Distribution Handler: Material Distribution Handler I

Performs a combination of manual and clerical shipping and/or receiving duties which may require the use of hand trucks, forklifts and other devices, as well as computers to maintain data. Receives incoming materials or prepares materials for shipment. Verifies quantity, weight and conformance of materials; prepares records of materials shipped and bills of lading; routes materials to destinations. May lay out, fabricate and assemble nonstandard shipping crates and boxes and prepare parts and tooling for special shipment.

Knowledge

Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.

Supervision Received

Close supervision involving detailed instructions and constant checking on work performance.

Consequence of Errors

Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.

Contacts

Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.

Work Products (Examples may include but are not limited to)

Labeling equipment, computers and ovens.

Minimum Education and Experience

High school diploma with 0 years of direct related experience.