

# Material Distribution Handler: Material Distribution Handler II

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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**

Full knowledge of the job. Substantial acquaintance, with and understanding of, general aspects of the job with a broad understanding of the detailed aspects of the job.

## **Supervision Received**

General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.

## **Consequence of Errors**

Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.

## **Contacts**

Contacts are typically with individuals within own department and occasionally with contacts outside own organization. Contacts involve obtaining or providing information or data requiring some 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 2 years of direct related experience.