

Material Distribution Handler: Material Distribution Handler III

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

Considerable knowledge of the job. Complete acquaintance with, and understanding of, the general and detailed aspects of the job and their practical applications to problems and situations ordinarily encountered.

Supervision Received

Limited supervision. No instructions needed on routine work and general instructions given on new lines of work or special assignments.

Consequence of Errors

Errors may be difficult to detect and would normally result in loss of customer business, material or equipment.

Contacts

Contacts are frequent with individuals representing other departments and/or representing outside organizations. Contacts involve obtaining or providing information or data on matters of moderate importance to the function of the department or which may be of sensitive nature.

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

Labeling equipment, computers and ovens.

Minimum Education and Experience

High school diploma with 5 years of direct related experience.