

# Material Distribution Handler

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.

Level 1		Level 2		Level 3		Level 4	
Material Distribution Handler I		Material Distribution Handler II		Material Distribution Handler III		Sr. Material Distribution Handler	
Knowledge	Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.	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.		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.		Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered.	
Supervision Received	Close supervision involving detailed instructions and constant checking on work performance.	General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.		Limited supervision. No instructions needed on routine work and general instructions given on new lines of work or special assignments.		Minimal supervision. Work may be done without established procedures.	
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.	Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.		Errors may be difficult to detect and would normally result in loss of customer business, material or equipment.		Errors are very difficult to detect and would normally require significant expenditures to resolve.	
Contacts	Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.	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.		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.		Contacts are frequent with individuals representing outside organizations and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication.	
Work Products (Examples may include but are not limited to)	Labeling equipment, computers and ovens.	Labeling equipment, computers and ovens.		Labeling equipment, computers and ovens.		Labeling equipment, computers and ovens.	
Minimum Education and Experience	High school diploma with 0 years of direct related experience.	High school diploma with 2 years of direct related experience.		High school diploma with 5 years of direct related experience.		High school diploma with 7+ years of direct related experience.	