



<b>Job Title:</b>	Loader	<b>Supervisor:</b>	Production Manager
<b>Department/Group:</b>	Production/ Shipping	<b>Travel Required:</b>	Yes
<b>Location:</b>	Shop A	<b>Position Type:</b>	Production
<b>HR Contact:</b>	Carolyn Williams	<b>Date posted:</b>	March 2019

**Applications Accepted By:**

<p><b>FAX OR E-MAIL:</b></p> <p>(417) 286-3350 or <a href="mailto:hr@signfab.com">hr@signfab.com</a></p> <p>Subject Line: Job Title</p> <p><b>Attention:</b> Human Resources</p>	<p><b>MAIL:</b></p> <p>Sign Fab, Inc.</p> <p>Attn: Human Resources</p> <p>28625 Harvest View Rd.</p> <p>Stoutland, MO 65567</p>
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**Job Description**

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Loaders are responsible for carrying or moving signs and other materials up to 75 lbs. in weight, over short distance and to your work area.
- Loaders are responsible for retrieving job and work order from designated area within the shipping department.
- Loaders are responsible for conducting a quality inspection of sign; ensure that spelling, colors, size, UL labeling, and graphics are correct. Report any errors to supervisor immediately.
- Loaders are responsible for reviewing work order for shipping instructions, location, and additional components (such touch-up paint, power supplies, mounting hardware, etc)
- Loaders are responsible for gathering required supplies, boxing up and clearly mark supplies with job number, job name, and shipping location.
- Loaders are responsible for reviewing load list with supervisor for special instruction and loading order.
- Loaders are responsible for inspecting trucks and trailer for visible damage, proper operations of brakes and lights, and/or needed repairs. (double check for fire extinguisher, flares, and DOT numbers) Report any findings to the supervisor immediately.
- Loaders are responsible for preparing trucks and/or trailers for loading, ensuring to remove any materials not pertaining to that load are removed.
- Loaders are responsible for loading signs on trucks/trailers according to supervisor's instructions, if sign is over 75 lbs. you must ask for assistances or call for an authorized forklift operator.
- Loaders are responsible for ensuring that loads are secure, all signs must be screwed/bolted and/or have straps, to minimize damage caused by transit.
- Loaders are responsible for conducting a final inspection of all outgoing loads, double check to ensure all loads have all required materials and/or supplies that are to be delivered with the signs. (Such as touch-up paint, power supplies, mounting hardware, mounting patterns, etc.)
- Loaders are responsible for keeping a record of all loaded signs as well as a truck log.
- Loaders are responsible for covering the receiving/warehouse clerk as needed.
  - Supplies received daily, will be put away daily or taken to appropriate area immediately so that they can be put away.
  - Supply shelf will be kept orderly and supply room will be kept orderly.
- Loaders are responsible for maintaining a safe and clean work environment.
- Loaders are responsible for ensuring that tools are kept in good working order and reporting damage or needed repairs immediately to production manager or maintenance.



### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

High school diploma/GED

Must be able to lift up to 75 lbs.

### **JOB KNOWLEDGE, SKILLS, AND ABILITIES**

- Must be able to read, and interpret drawings and specifications.
- This position requires that the person be a highly organized, self-motivated individual who can work as part of a team and individually.
- Must have excellent oral and written communication skills.
- Must be able to manage multiple tasks and priorities and easily adapt to changing situations.
- Must be able to lift up to 75 lbs.

### **TRAINING REQUIREMENTS**

- General Safety
- Discrimination/sexual harassment prevention
- Quality Control
- On the job department training

### **PHYSICAL REQUIREMENTS**

- High level of physical exertion required.
- Regularly required to lift and carry heavy items up to 75 lbs., stand, walk, and occasionally bend and move about the facility.

### **PERSONAL PROTECTIVE EQUIPMENT**

- Safety glasses
- Lifting Belts as needed.

### **WORK ENVIRONMENT**

- Works in a manufacturing environment.
- Exposed to dust, odors, fumes, and noises.
- Exposed to weather condition.

### **ADDITIONAL NOTES**

Will be required to perform other duties as requested, directed, or assigned by Production Manager, and/or Senior Management.

### **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to the classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Reviewed By:	Carolyn Williams	Date:	March 2019
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