

MC Sign Company Job Description

Created by: George Mueller

Created date: July, 2002

Titleⁱ	Warehouse Laborer / Maintenance	Departmentⁱⁱ	Warehouse
Reports Toⁱⁱⁱ	Warehouse Supervisor	Status^{iv}	NE27
Dated^v	May, 2010	Approved^{vi}	

Job Summary^{vii}

Assist Warehouse Supervisor with shipping and receiving help (building crates) general plant maintenance and make deliveries and pick ups of signage and related materials for the manufacturing area.

Essential Functions^{viii}

1. Perform sign packaging duties as required. (Crating and boxing product correctly to get product ready for shipping)
2. Collect and organize recycled materials on a daily basis.
3. Perform general cleaning duties as requires such as collect trash, wash windows, clean floors as required.
4. Perform snow removal duties (snowblow and shovel) as required.
5. Perform outside beautification tasks such as trimming shrubs and planting as required.
6. Perform Maintenance duties throughout the facility as required.

Additional Duties and Responsibilities^{ix}

1. Could occasionally assist in sign production on miscellaneous duties.
2. Perform shipping, receiving and warehouse duties as directed.
3. Work in the yard to recycle and discard obsolete signage.
4. Other duties as assigned.

Job Specifications

Skills^x

- a. Able to safely operate a Towmotor, Narrow isle lift truck and appropriate hand trucks. Towmotor license preferred.
- b. Able to drive company vehicles – box truck and pick up truck.
- c. Basic Construction techniques
- d. Basic Mechanical techniques
- e. Basic electrical techniques, knowledge of lockout / tagout and solid in safe electrical practices.
- f. Ability to prioritize jobs based on urgency, customer expectations, importance
- g. Ability to maintain calm and focus under multi-tasking environment
- h. Good communication skills
- i. Organizational skills.

Education, experience, certifications^{xi}

- a. High-school graduate
- b. Valid State of Ohio Drivers License

Physical and Mental Demands^{xii}

- a. Be able to lift 50lbs.
- b.
- c.

Working Conditions (if applicable)^{xiii}

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- a. Some work would be performed outside, exposed to the elements

This job description is not intended to be a complete list of all responsibilities, duties, or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of MC Sign Company. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

Employee Acknowledgement^{xiv}

I have read this job description and discussed it with my supervisor.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

ⁱ Type in Job Title

ⁱⁱ Type in Job Department

ⁱⁱⁱ Type in Supervisor Title

^{iv} Type in Status

^v Type in Job Creation Date

^{vi} Type in Approved Date

^{vii} **Job Summary:** A brief narrative of the job, highlighting it's general characteristics. Provide enough information to differentiate the major functions of the job from those of other jobs

^{viii} **Essential Functions:** The employee spends approximately 80% of their time performing these functions. These functions are fundamental to the performance of the position. A job function may be considered essential if:

- The job position exists to perform that function
- There are a limited number of available employees among whom the performance of that function can be distributed.
- The function is so highly specialized that the person in the position was hired for his/her ability to perform that function

^{ix} **Additional Duties and Responsibilities:** The employee spends approximately 20% of their time performing these functions. These tasks are nonessential functions of the job that will need to be done. They are marginal yet important tasks that could easily be performed by other workers

^x **Skill:** This is in knowledge, skill, abilities, and other characteristics required for success in the job.

Factores related or incorporated in skills include:

- Knowledge required
- Equipment Use
- Initiative, Attitude
- Judgement Required
- Creativity

^{xi} **Education/Experience/Certifications:** Education, experience, and certifications necessary to perform the job

^{xii} **Physical and Mental Demands:** The physical or mental exertion required, for example:

- Lifting requirements: Must be able to lift up to 50 lbs.
- Height requirements: Must be able to handle heights up to 75 feet.
- Visual requirements: Must be able to work in dim light

^{xiii} **Working Conditions:** Environmental factors impacting the position, for example:

- Environment: Hot/cold, air quality, etc.

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- Hazards (risk of falls, cuts, burns, exposure to toxic chemicals)

^{xiv} **Acknowledgement:** Supervisor and employee sign and file in personnel file