

# THE ULTRA-MET COMPANY

## JOB DESCRIPTION

The purpose of this document is to accurately describe the essential functions, job entry requirements and major job demands of the position. There may be additional criteria desired, but not required, which may enhance job performance and influence selection among minimally qualified candidates.

### I. GENERAL INFORMATION

**Job Title:** Shipper

**Department:** Shipping

**Reports to:** Shipping Manager

**Pay Class/Grade:** Shipper     Hourly     Exempt     Non-Exempt

Does this position have supervisory responsibility:     Yes     No

Number of Positions Supervised: none

Type of position supervised (list titles): N/A

### II. JOB SUMMARY

#### Duties and Responsibilities (Job Scope)

To review job tickets and sales orders to determine order requirements.

To remove parts from the sintering racks and sand blast as required.

To operate the vertical storage unit to store and retrieve stock.

To package parts into special containers and boxes for shipment to customers. To create labels for product packaging. To print and include material conformance sheets as required.

To label and ready packages for UPS Shipping.

To initiate scrap sheets as required.

To complete time sheets as required.

To recommend the purchase of forms, equipment or supplies needed to support the Shipping function.

To assist the Shipping Manager with training of new employees.

To maintain all department equipment in a clean and reliable condition. To work with the other department employees to maintain a safe and clean environment.

To perform miscellaneous duties as assigned.

<b>Job Functions</b> (as a percentage of time)	<b>% Of Time</b>
1. Packaging, counting and completing paper work to prepare parts for shipment.	55
2. Removing parts from sintering racks, separating and blasting as required.	25
3. Working in the UPS area where packages are entered into the UPS machine and labeled for shipment.	10
4. Operating the vertical storage unit to place stock into storage and to retrieve stock for shipment.	5
5. Other departmental or non-departmental assigned duties.	5

### III. QUALIFICATIONS

<b>Education</b>
<p>High School (required): Diploma or GED.</p> <p>College: none</p> <p>Certification/License: none</p> <p>Type of Driver's License Required</p> <p><input checked="" type="checkbox"/> Driver's License      <input type="checkbox"/> Commercial Driver's License</p>

<b>Knowledge, Skills and Abilities</b> (preferred)
<p>Quality: To pay close attention to detail.</p> <p>Language: To read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. To follow written and verbal instructions.</p> <p>Mathematical: To apply basic math skills.</p> <p>Reasoning: To solve practical problems and interpret a variety of instructions furnished in written, oral, diagram or schedule form.</p> <p>Computer: To use a computer for data entry into time-keeping and manufacturing software.</p> <p>Other: To accept personal responsibility and be a highly motivated team player in a detail orientated environment.</p>

## IV. REQUIRED COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Problem Solving - Identifies and resolves problems in a timely manner; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Technical Skills - Strives to continuously build knowledge and skills; Shares expertise with others.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

## V. MAJOR JOB DEMANDS

Major activities required for a typical workday for the position. For each item, the extent to which that activity is required: **occasionally, frequently, continuously, or not applicable (N/A) is identified.**

### Typical Work Day

PHYSICAL TASKS	N/A	OCC 0-33%	FREQ. 34-66%	CONT. 67-100%	AUDIO VISUAL NEEDS	N/A	OCC. 0-33%	FREQ. 34-66%	CONT. 67-100%
Standing		X			Hearing			X	
Walking		X			Near Vision				X
Sitting			X		Far Vision			X	
Driving	X				Peripheral Vision		X		
Car	X				Color Discrim.		X		
Van	X				Depth Perception		X		
CMV	X								
Climbing		X			<b>EXPOSURES TO:</b>				
Bending		X			Cold	X			
Crouching	X				Heat	X			
Pushing –Pulling		X			Dampness	X			
Carrying		X			Heights	X			
Reaching above head		X			Vibration	X			
Lifting-Lowering					Skin Irritants		X		
1-15 lbs			X		Lung Irritants				
15-30 lbs		X			Dust		X		
30 lbs. +		X			Fumes/gases		X		

### APPLICANT:

The purpose of this document is to describe the job requirements to applicants. Declaration that you can perform the job does not mean that an offer of employment will or will not be made. If an employment offer has already been extended, declaration that you can perform the job does not mean that such offer will or will not be rescinded. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ultra-Met reserves the right to hire the applicant who is most qualified and best matched for the job. All employment decisions are made without regard to race, color, religion, national origin, sex, age, disability or veteran status. **Please review and sign below. This form will be attached to your application form.**

I understand the job requirements as described to me verbally and in writing.

- I can perform all duties as described without an accommodation.
- I can perform the duties with the following accommodations. (Please submit a written description)
- I cannot perform all duties as described with or without an accommodation.

Name: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** This description is not an exhaustive list of all job functions, duties, skills and job standards required. Other job functions, duties, skills and standards may be added. Management reserves the right to add or change the job requirements at any time.