



JOB DESCRIPTION

JOB TITLE:	Assembly, Shipping & Warehouse Crewmember
DEPARTMENT:	Assembly & Warehouse
EFFECTIVE DATE:	Open Until Filled
FLSA STATUS:	Full Time Non - Exempt

DEFINITION: Assembly, Shipping, Receiving, Returns, Yard Maintenance, Transportation.

SUPERVISION RECEIVED:

Works under the general supervision of the Assembly Shipping & Warehouse Manager.

SUPERVISORY FUNCTIONS:

None

ESSENTIAL FUNCTIONS OF THE JOB:

Assembly Responsibilities:

- Assemble equipment and supporting components according to shop drawings and under the supervision and inspection of department management.
- Provide quality checks by confirming measurements and locations. Report discrepancies.
- Ensure stock assemblies are properly recorded and stowed.
- Ensure project assemblies are properly recorded and staged for shipment.
- Be cognizant of hardware storage levels and report any projected shortages.
- Inspect, care, and secure department tooling. Report missing or damaged tools.
- Operate a forklift, jib crane, and overhead hoist. Properly and safely rig lifts and move loads. Assist others moving equipment into and out of the assembly area.
- Maintain and mark designated safety zones, in your work area, when required.

Shipping Responsibilities:

- Pull assembly parts from inventory and stage by job.
- Package assembly parts for shipment, labeling completed skid/gaylord with identifying information and staging for pick up.
- Schedule jobs for pick up via LTL, Flatbed truck, Couriers, UPS or Speedee. Verify with the customer and salesperson.
- Complete bills of lading and communicating pick up schedule with appropriate internal parties.
- Load trucks and documenting the contents of the load with a photograph.
- Complete daily shipping log upon pick up.
- Deliver completed manifests to Accounts Payable to deduct inventory from system.

- Complete a purchase requisition form for out-of-stock parts needed for jobs.

General Receiving Responsibilities:

- Complete daily receiving log upon delivery.
- Unload incoming UPS, FedEx, LTL, and Flatbed Truck.
- Verify count of received items against packing list and note any discrepancies and report discrepancies to the Purchasing Department.
- Deliver verified packing lists to Accounts Payable to receive inventory into system.
- Label all incoming items with company part number, if applicable.
- Stow received items in the proper location and in a timely manner.

Project Receiving Responsibilities:

- Unload and Receive incoming freight.
- Verify count of received items against packing list and note any discrepancies and report discrepancies to the Purchasing Department.
- Deliver verified packing lists to Accounts Payable to receive inventory into system and assign to the proper job.
- Label all incoming items with company part number, piece of equipment that it goes on, customer name, and job number, if applicable.
- Stow items according to indoor and outdoor project staging procedures. Verify items are stored with the correct job group.
- Properly record and maintain information on project documents such as manifest, parts sales order or deduction sheet.

Returns Program Responsibilities:

- Responsible for the processing of purchased and/or manufactured parts being returned from the field and/or the customer. Ensure all items are returned with an RMA. If no RMA, report to the Parts Department.
- Monitor inventoried equipment needing to be released for return or disposed.
- Inspect equipment and consults with company experts to determine if a returned item should be entered into inventory, reassigned to another job, scrapped, or returned to vendor.
- Coordinate return shipments and refunds with WMI purchased parts vendors.
- Forward returns documentation for manufactured parts to the Parts Department for warranty processing.
- Provide follow-up / final determination to relevant agencies.
- Able to communicate with a variety of people that include, but are not limited to: WMI employees, vendors, distributors, and customers.

Yard Maintenance:

- Maintain job lanes and ensure all equipment is grouped with the proper project. Maintain job lane notations on the whiteboard in the Assembly Department.
- Properly record and maintain information on project documents such as manifest or parts sales order.
- Monitor and organize outdoor inventory. Ensure racking and equipment piles are neat and orderly.
- Work with drivers to position and maneuver trucks in accordance with best freight loading practices.

- Operate forklifts indoors and outdoors to unload the Paint Department, Assembly Department, load trucks, maintain job lanes, organize and transport inventory, remove snow, and manipulate containers.
- Assist with building crates and gaylords.

Transportation Services:

- Transport freight and company mail between Waconia, MN and Norwood Young America, MN as directed.
- Assist loading and unloading equipment in Waconia, MN and Norwood Young America, MN as required.
- Occasional customer product deliveries and pick-ups required.
- Conduct daily vehicle inspections as required by law. Report deficiencies. Maintain orderly appearance of the vehicle. Recommend service when needed to supervisor.
- Operate transport truck in accordance with the Employee Reference Manual & DOT regulations.

Other Required Department Responsibilities:

- Pull parts for production as needed and complete appropriate paperwork to relieve inventory.
- Adherence to safety standards and use of PPE is required at all times.
- Perform inventory cycle counts as required.
- Assist loading and unloading freight.
- Keep inside warehouse and outside yard clean, organized, stocked, and consolidated.
- Snow removal.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY:

- Possess the technical aptitude to assemble steel equipment and supporting components according to shop drawings.
- Able to follow directions, ask questions, and learn from supervisors and co-workers.
- Can identify, store, receive, and ship company products in a timely manner.
- Adhere to company safety standards at all times.
- Ability to operate a forklift, jib crane, and overhead hoist. Properly and safely rig lifts and move loads. Assist others moving equipment into and out of the assembly & warehouse areas.
- Able to operate company vehicle. Must maintain a clean driving record.
- Proficient use of Microsoft Office Suite, ERP software, and electronic document retrieval and viewing.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Stand, walk for extended periods of time.
- The employee is required to reach with hands and arms and to stoop, kneel, crouch or crawl.
- The employee must regularly lift and/or move up to 75 pounds.
- To have hand, fingers and arm (or equivalent) dexterity adequate to handle or feel objects, tools or controls.

- To talk and hear with enough proficiency to allow for communicating with others by phone or in person.
- Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus.
- The noise level is usually moderate.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent (GED).
- Practices a strong work ethic.
- Possesses qualities such as productivity, dependability, resourcefulness, efficiency, and professionalism.

PREFERRED QUALIFICATIONS:

- 1-2 years of related experience including assembly and blueprint reading.
- 1-2 years of experience performing shipping, receiving, and warehouse duties.
- Experience using ERP software for manufacturers.
- Can analyze and interpret CAD and SolidWorks drawings.
- Ability to solve problems.

NON-EQUIPMENT/JOB LOCATION:

Works in warehouse and assembly areas in Waconia and Norwood shops and yards. Equipment used includes, but is not limited to, office machines including personal computer, printer, fax machine, calculator and copy machine, shop equipment including but is not limited to, jib, overhead cranes and forklifts.

DISCRIMINATION POLICY:

Waconia Manufacturing, Inc. will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, familial status, disability, age, marital status, genetic information, sexual orientation, or status with regard to public assistance.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of Waconia Manufacturing, Inc. and requirements of the position change. Waconia Manufacturing, Inc. reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)