



JOB DESCRIPTION

Job Title: **Material Handler**
Reports to: **Lead Operator**

Rev Date: 06/2018
Area: Main Plant
Prepared by: K Basehore

A. General Activity: Summarize briefly the position's primary duties and responsibilities.

The Material Handler takes direction from the Lead Operator, or designee on shift to shift basis, with general oversight of the Production Manager. Generally, the Material Handler for the Main Plant unloads incoming raw material rail cars and trucks, manages material storage, and cleans and manages the filter presses.

B. Essential Functions: List the essential functions of the position in order of importance and the percentage of time you spend on each function.

Safety

- Wear eye protection at all times
- Wear steel toe shoes at all times
- Perform job functions in a safe manner, including unloading sulfuric acid rail cars and trucks

Production

- Maintain current training and functionality on all Salt Operator duties
- Clean the filter presses
- Monitor the filter press runs, and advise the Process Operator or Lead Operator on when presses need to be shut down
- Monitor brine quality
- Change the filter press cloths
- Ensure the presses are running correctly
- Unload raw material incoming containers to the appropriate storage vessel
- Blow down boilers, per maintenance schedule
- Reprocess salt as needed
- Fill propane bottles for the forklifts
- Load liquid load tanker trucks
- Complete paperwork, as assigned by the Lead Operator
- Other tasks, as defined by the Lead Operator, or designee

C. Special Knowledge, Skills and Training: List the special knowledge, skills, and training, (supervisor, written/verbal communication, spreadsheet/computer, negotiation, and certification) required to perform the job.

- Basic understanding of cGMP and cGDP requirements
- Forklift certification
- Basic mechanical aptitude/trouble shooting skills
- Ability to lift 55-pound bags of salt
- Ability to climb ladders, and work at on an elevated platform
- Ability to stand/walk for the majority of the shift
- Ability to work while wearing an acid resistant suit
- Ability to work in hot, summer environments, and cold, winter environments
- Ability to work around steam, hot liquids, and acidic liquids safely

D. Education (minimum requirements/equivalent):

- High school diploma or GED

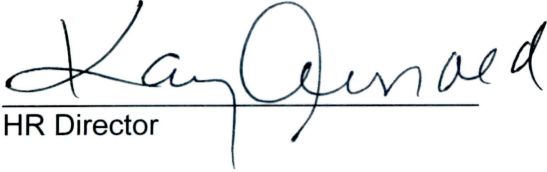
Job Title: **Material Handler**
Reports to: Lead Operator

Rev Date: 06/2018
Area: Main Plant
Prepared by: K Basehore

E. Organization: Chart the organization in which this position is located. Fill in the position's title, title of the immediate supervisor, title of the next higher level of management above the supervisor, peer positions, and titles of persons reporting to the position described (subordinate positions).

Next Level:	VP Operations
Next Level:	Production Manager
Incumbent:	Material Handler

Human Resources use only:


HR Director

Date: 7/12/18