



Material Handler

Basic Function

Engaged in warehouse operations.

Supervised by: Director of Maintenance

Scheduling

- Works 40 hours per week on various shifts with two consecutive days off.
- Operator work assignment will require flexible hours including: early morning, late night, holidays & weekends.

Work Environment

In order to achieve its mission, RDMT team members are expected to recognize, respect and commit to actively contributing to the following goals and values:

- **Safety** — To ensure that our employees', riders' and the general public's safety is always our first consideration.
- **Service Excellence** — To provide safe, clean, reliable, on-time, courteous service for our clients and customers.
- **Workforce Development** — To create a learning organization that attracts, develops, motivates and retains a world-class workforce.
- **Fiscal Responsibility** — To manage every taxpayer and customer dollar responsibly and respectfully.
- **Innovation and Technology** — To continuously identify improvements to create the absolute best practices in all aspects of our operation.
- **Sustainability** — To reduce consumption while reusing and recycling all internal resources to the greatest extent possible.
- **Integrity** — To appreciate and rely on the professional ethics and honesty of every team member.
- **Teamwork** — To actively blend our individual talents to achieve world-class performance and service.

Examples of Duties

- Oversees daily activities of warehousing, and/or inventory control operations
- Develops schedules and staffing requirements
- Resolves problems related to storekeeping, and inventory control operations
- Uses computerized recordkeeping systems for material inventories
- Organizes the distribution and inspection of materials and supplies

- Reviews supply/ equipment requests and no-stock report
- Directs filling and delivering of: work/material/parts/components orders/requests
- Manages storerooms and monitors stock orders
- Processes required forms and reports
- Develops handling procedures related to handling & distribution of stock items
- Ensures proper and safe storage of fuels , lubricants and all hazardous materials
- Reviews and Posts all MSDS Data Sheets
- Conducts audits of inventories
- Ensures the security is maintained at each storage site
- Determine inventory order points and reorder quantities
- Maintains, supports and promotes a safe work environment while complying with all safety rules, policies and procedures
- All other tasks as assigned

Essential Knowledge and Abilities

Knowledge of:

- Theories, principles and practices of warehousing, distribution inventory of material, handling and storage of hazardous or construction material and applicable environmental regulations.
- Applicable local, state and federal laws, rules and regulations governing environmental concerns hazardous waste handling and storage in a public agency.
- Preventive maintenance of stored electrical, mechanical equipment and track material
- Automated and manual material handling systems
- Principles of supervision

Ability to:

- Plan, organize and monitor the work of a material department or construction material storage
- Communicated effectively orally and in writing
- Interact professionally with various levels of employees and outside representatives
- Determine strategies to achieve goals
- Prepare detailed reports and correspondence
- Understand, interpret and apply laws, rules, regulations, policies, procedures, contracts and budgets
- Operate computers and general office equipment
- Analyze situations, identify problems and recommend solutions
- Exercise judgment in making decisions



Minimum Qualifications

Potential candidates interested in the MATERIAL HANDLER position MUST meet the following requirements:

- 3 years of experience performing work in warehouse storekeeping or inventory control of bus, automotive or truck parts and components
- Experience in an automated warehouse or inventory control environment desirable
- Valid Class C driver license

Special Conditions

- Frequent exposure to chemical, physical, mechanical, electrical and weather hazards
- Shift work
- Must comply with all Occupational Safety and Health Administration (OSHA) regulations and utilize approved safety equipment and personal protective gear including, but not limited to, respirators, eye and hearing protective devices (HPD), if and when required

Disclaimer

This job specification is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor.

IF INTERESTED IN THE POSITION:

Please contact moreillypol@themidtowngroup.com with your name, contact info, and résumé.