



Patterson Pump Co

SH03 Shipper 7D

Department: Shipping

FLSA Status: Non-Exempt

Grade/Level: 3

Job Type: Regular

Work Schedule:

2nd shift, Monday - Friday Additional hours if needed.

Job Status: Full Time

Reports To: Shipping Department Manager

Amount of Travel Required: None

Positions Supervised: None

POSITION SUMMARY

Duties include assembling, skidding, packing, addressing, stamping, and shipping material. Prepare items for shipment.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Cut and build skids and crates as required using various power tools. Position parts using forklifts/Overhead crane.
- Examine contents and compare with records, such as manifests, invoices, or customer orders, to verify accuracy of outgoing shipment.
- Pack, seal, and label to prepare materials for shipping, using work devices such as hand tools, power tools, and pneumatic tools, etc.
- Cut and build skids and crates as required using various power tools. Position parts using forklifts/Overhead crane.
- Comply with established safety policies and procedures. Wear required Personal Protective Equipment as directed. Use appropriate tools designed for their specific job tasks. Provide feedback related to hazard assessments and/or accident investigations.
- Act in accordance with Patterson's Company policies (ex. Harassment, Equal Employment Opportunity, Ethics, etc.).
- Regular attendance at work is an essential function of the job.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Self-motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Adaptability - Ability to adapt to change in the workplace.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.

SKILLS & ABILITIES

Education: High School Graduate or General Education Degree (GED): Required

Experience: 6 plus months of experience

Computer Skills: Basic navigation skills required

Certifications & Licenses: Forklift License

Other Requirements: Be able to safely operate power equipment (saws, nail guns, etc.) Able to read a tape measure and compute dimensions to in order to build shipping crates. Perform all other duties as required by supervision. Overtime as required.

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)
C (Constantly)

Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	F
Walk	F
Sit	O
Manually Manipulate	F
Reach Outward	F
Reach Above Shoulder	O
Climb	O
Crawl	N
Squat or Kneel	F
Bend	F

Lift/Carry

10 lbs or less	F
11-20 lbs	F
21-50 lbs	O
51-100 lbs	N
Over 100 lbs	N

Push/Pull

12 lbs or less	F
13-25 lbs	F
26-40 lbs	F
41-100 lbs	F

Other Physical Requirements

- Vision (Near, Distance, Peripheral, Depth)
- Sense of Sound - Normal
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - Safety Shoes, Eye Protection, Hearing Protection
- Sense of Balance

WORK ENVIRONMENT

Manufacturing shop floor environment. Cold in winter and hot in summer.

Prepared By:	_____	Date:	_____
Approval:	_____	Date:	_____
Approval:	_____	Date:	_____
Approval:	_____	Date:	_____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.