



Job Title : Crater

Department : Operations

Reports To: Operations Manager

Summary: Fabricates wooden crates/skids/containers; Packs such items as heavy machinery, electronic equipment, and automobiles at D/C Export warehouse and customer facilities. Completes documents such as cargo receipts, on-site tickets and work orders.

Essential Duties and Responsibilities:

Reads simple prints, work orders, and other specifications.

Follows instructions of operations manager and/or crew leader to accomplish requirements of work orders.

Uses math to generate Microsoft Excel cut list.

Lays out dimensions with measuring tape and pencil.

Carries timbers/sheets/materials to saw

Saws materials to size using various hand and power cutting tools.

Assembles materials and crates using various hand tools, pneumatic nail and staple guns, electric drills, adhesives and other items as required.

Places commodity in/on crate/skid as required.

Secures product in crate or on skid base by blocking, banding, bolting, using various hand and power tools.

Wraps and protects product as required using a various assortment of specialized materials.

Applies basic markings on crate/skid as designated by procedure or supervisor

Fully completes documents such as cargo receipts, on-site tickets and work orders as defined by the operations manager.

Blocks and braces crates and equipment in ocean containers.

Works through breaks, and overtime, as necessary to satisfy customer requirements.

Is consistently at work on time.

Becomes a certified powered industrial truck operator

Drives company vehicles to/from job sites and suppliers. Maintains a safe driving history.

Complies with all company mandated policies such as: Drug free workplace, safety, ISPM15, etc.

Other duties as determined by schedule, policy, training and supervision.

Supervisory Responsibilities:

At times may supervise temporary employees/helpers. When required, carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include helping to train new employees and ensuring a safe work environment.

Competency:

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

Conserves organizational resources.

Exhibits sound and accurate judgment.

Uses time efficiently. Completes work in a timely manner: Works quickly.

Attention to accuracy, detail and thoroughness

Looks for ways to improve and promote quality. Monitors own work to ensure quality.

Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Initiative - Asks for and offers help when needed.

Treats all people with respect; Works with integrity and ethics.

Works to independently solve problems and apply knowledge/training.

Keeps all areas neat, organized and safe.

Takes responsibility for his/her actions.

Education and/or Experience:

High school diploma or equivalent

Mathematical Skills:

Ability to add and subtract three digit numbers and to multiply and divide. Ability to perform these operations using units of American weight measurement, volume, and distance. Ability to work with fractions.

Reasoning Ability:

Ability to apply common sense understanding to carry out simple two or three-step instructions. Ability to reason new solutions using past experience.

Other Qualifications:

Own or have access to regular and reliable transportation.
Maintain a clear criminal background

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is exposed to wet and/or humid conditions; high, precarious places; outside weather conditions; risk of electrical shock and vibration. The noise level in the work environment is usually loud. The warehouse is a heated but un-cooled environment.