



Earle M. Jorgensen Company

Position: Warehouseperson - Job Description and Productivity Requirements

Reports to: Manager Plant Operations

Position Type: Safety Sensitive

The Warehouseperson is responsible for pulling, filling and cutting orders; receiving and putting away stock. The Warehouseperson is required to set up and operate machines according to specifications. This employee reads blueprints or job orders for product specifications such as dimensions and tolerances, tooling instructions such as fixture, feed rates, cutting speeds depth of cut and cutting tools to be used. The Warehouseperson is required to observe operation and verify conformance of machined work piece to specifications, using measuring instruments such as fixed gauges, calipers and micrometers. The Warehouseperson places material in storage or removes from storage to complete customer order and loads and unloads vehicles

Heavy equipment including:

Cranes, Saws, Burners, Side Loaders and Fork Lifts are in constant use during hours of operations.

This is a full time position with a typical work shift of 8 to 10 hours.

Duties in this position are occasionally performed outside.

Qualification Requirements:

Certifications: None

Licenses: None

Education: High School Diploma Preferred

Essential Tools and Equipment Utilized

The Warehouseperson is required to have the awareness to safety operate the following equipment:

- Banding equipment
- Cranes
- Diagonal cutters
- Forklifts
- Order Picker
- Saws
- Screwdrivers
- Side loaders

Essential Job Duties:

The Warehouseperson is responsible for reading and deciphering the work orders.

The Warehouseperson verifies heat numbers and proper type of material to be used for work order.

The Warehouseperson is responsible Load and unload trucks.

The Warehouseperson is required to pull and/or cut orders as directed by the Plant Manager.

Non-Essential Job Duties The Warehouseperson may be responsible for the overall clean up of the plant.

Protective Equipment Required

- Hard hat
- Metatarsal shoes
- Protective glasses
- Gloves
- Back brace belt

Materials Handled

- Steel
- Aluminum
- Work orders
- Misc. paperwork