

Role Description

Shipping & Receiving Apprentice



Summary Engaged in accident-free shipping, receiving and warehousing of miscellaneous parts and assemblies for the fabrication of various signs and their components with minimal waste of time, space and materials.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Review personal/daily activities pertaining to shipping and receiving as assigned.
- Outside work required
- Possess strong communication skills
- Understand all shipping tools/machines, docking, laydown yard and associated components and their proper uses
- Possesses ability to fabricate pallets, crates and boxes using basic tools
- Ability to create and/or follow all standard shipping documentation and recordkeeping
- Establish/Communicate required Q.A. inspection calls at critical stops
- Respond/assist supervisors with maintenance issues
- Ensure standardized work is followed
- Facilitate small group activities (PPE Training, Quality Issues, Knife Skills, etc.)
- Ability to create "Job Kits" for fabricators or various installation teams
- Day-to-day mentoring of fellow employees in the small groups
- Employee will be expected to fulfill other tasks that are assigned by leadership such as covering on the line for employees who are absent and training and cross-training other, less experienced employees
- Train all new hires and cross train all bidding employees
- Other Duties, as assigned

Standard Work includes the following.

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- To be Completed on a Daily Basis
 - Review Production Schedule; complete work assignment(s), status updates and entry of production data.
 - Champion of Shop Safety; including safety rule adherence, proper PPE, and OSHA required obligations as required in the shop.
 - Conduct Crane/fork truck daily checks, including controls, wire rope and upper/lower limit switch operation.
 - Implement shipping/receiving as required by daily needs.
 - Perform receipt inspections as required by written policies.
- To be Completed on a Weekly Basis
 - Each Monday, complete weekly inventory sheets for shipping and receiving areas assigned and turn in to Shop Lead.
 - Each Tuesday, audit critical shipping equipment for mechanical integrity and operation as well as the condition of laydown yards and trash/recycle bins.
- To be Completed on a Monthly Basis
 - On the First Monday of each Month, respond to Shop Lead in the audit of any critical shipping equipment assigned.
 - On the Third Tuesday of each Month, lead the crew in the cleanup of the lay down yard for organization, gear adrift and general safety as assigned.

Leadership Responsibilities

Motivates and trains newly hired shipping employees. Provide guidance and coaching in accordance with the organization's policies and applicable local, state and federal law. Responsibilities include assisting the Shop Lead by training less skilled employees; planning, assigning, and directing work; appraising performance; recognizing employees; addressing complaints and resolving problems.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

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- Must demonstrate and be able to pass all required safety courses provided by Ace Signs
- Must be self-motivated, trustworthy, and capable of completing all work assignments with minimal supervision
- Must be able to motivate, train, and teach employees their job to Ace Sign Company standards
- Must be willing to work with line supervisors to make placement decisions and help with shop drawings and interpretations
- Must have knowledge of all jobs on designated line or have the ability to learn them
- Must be competent and able to accept coaching and counseling pertaining to qualification issues
- Proficiency in the jobs on the line
- Strong record of safety
- Attendance will be examined, good attendance is essential
- Good Communication Skills
- Track record of positive Work Performance and Attitude

Education and/or Experience

At least Six (6) months of shipping, receiving, warehousing or equivalent. Experience in miscellaneous steel and aluminum shapes and forms and safe material handling is a must. This includes the operation of forklifts, cranes, ladders, stairs, and pallet jacks.

Language Skills

Ability to read and interpret documents such as safety rules, operating plans, and procedure manuals. Ability to write reports and the ability to speak effectively before groups of customers or employees of organization.

Computer Skills

Ability to use shop time-keeping software is required.

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Certificates, Licenses, Registrations

Local Fork truck and Overhead Crane operational certification is required.

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.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is frequently exposed to vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.