

AaCron Incorporated Job Description

Job Title: **Racker/Unracker**
Job Code:
DOT Code: 500.686-010
Department: 30, 40 Production
Shift: Day or Night
Reports To: Day or Night Supervisor and/or Lead
Level of Authority: Seeks guidance of Supervisor or Lead
Prepared By:
Prepared Date: 06-10-2004
Salary Range:
Approved By:
Approved Date:
FSLA: Non-Exempt
Perform Review: Form 2

Summary:

Performs all specific and general duties surrounding the preparation of clips, racks, frames, canes, and beams prior to racking parts up to 75 pounds in weight. Racks, clips, bolts, and secures parts for processing set-up prior to the finishing sequence. Unracks, inspects, and defabricates clips, racks, canes, frames, and beams at the close of the finishing sequence. Identifies, counts, and records parts both entering and leaving the process sequence. Enters required information regarding work done and material processed on proper forms.

Essential Duties and Responsibilities include the following. Other duties maybe assigned.

Racking:

Locates and identifies material as assigned by lead or Supervisor.

Maintains solid current carrying capacity for all beams, bars, racks, clips, blocks and parts.

Utilizes various canes and polys to maximize each load beam set-up as required for each customers needs. Lifts, positions and racks material as noted on shop orders and customers prints.

Keeps assigned work and storage areas clean, litter free and safe at all times.

Keeps all unused racking and framing components in designated areas at all times.

Records required information regarding work done and material processed on proper forms.

Advises lead or supervisor of defective or mislabeled material, erroneous counts, inadequate racking instructions, or racking material as it applies.

Advises oncoming rackers of work in process, any special requirement or problems encountered.

Unracking:

Identifies, unracks, counts, sorts, packages, as required, and records finished parts material as assigned.

Inspects material as it is being handles and seeks, inspectors, lead, or supervisor for advised on rejected material (IE hazed, burned, scratched, damaged, soiled, insulated or any irregular appearance in the finish)

Records required information regarding work done and material processed on proper forms.

Returns load bars in a secure and hazard free condition.

Keeps assigned work and storage areas clean, litter free and safe at all times.

Advises oncoming unrackers of work in process, any special requirements or problems encountered.

Other job functions:

Responsible for the proper care and safe use of all tools, equipment, and material used in the performance of your duties.

Reports any damaged tools or supplies to their lead or supervisor.

Helps to maintain a clean work area.

Responsible for reading all information posted on the Plant Bulletin Boards.

Responsible for wearing and maintaining safety equipment required in the performance of duties. Responsible for learning and following all applicable safety procedures.

Required to being good physical conditions to perform required duties.

Required to report all work place injuries or accidents to your lead, supervisor as soon as they occur.

Detailed requirements for lifting and repetitive motion are listed on separate form. Abide by all safety rules and regulations outlined in company policies.

Competencies:

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

Team Work - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Asks for and offers help when needed.

Quality - Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner.

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

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations maybe made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with other employees of organization.

Math Ability:

Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual requires minimal computer skills.

Certificates and Licenses:

None required.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

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 maybe made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

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 maybe made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.