

**Job Title:** Warehouse – Specialist/Driver

**FLSA TYPE:** Hourly

**Reports To:** Planning/Logistics Coordinator

**Department:** Supply Chain/Logistics

**Summary:** Responsible for providing material handling to load/unload trucks at the shipping docks & provide service to production in accordance with FIFO, function as a qualified trainer for Inspection Packer/Material Handler and back up the Shipping/Receiving Associate – Operate the Tractor Trailer and/or Box Truck for inter-state and between facilities load pickup and delivery. CDL Required

**Essential Duties and Responsibilities** include, but are not limited to the following:

This position will be required to comply with Paragon Document Control Procedures and may have additional responsibilities as defined the Department Manager.

- Accountable as responsible for following all safety practices and procedures.
- Follow all DOT rules and regulations as a driver of a commercial motor vehicle
- Operate the Tractor Trailer and/or Box Truck for as-needed between facilities and inter-state pickups with return delivery to PMI
- Load and Unload Trucks
- Regular Forklift operation to provide stock movement service to Production
- Weekly Inventory
- Customer Shipment Preparation (wrapping, banding and labeling skids)
- Complete Plex required activities to properly process Shipping/Receiving, material movement transactions Customer Shipment Paperwork
- Training of Inspector Packer/Material Handler and fill in coverage for same: a. Final visual inspection and manual hand packaging of finished product for shipment readiness b. Repackaging carrier parts c. Complete Plex required activities to properly process parts inspected and/or material movement
- Routine housekeeping in work area including: a. Mopping, which may require getting mop water b. Wipe down surfaces. C. Empty trash
- Other duties as assigned
- Prior Shipping/Receiving and forklift operation experience required
- Attendance regular and predictable attendance as scheduled with good attendance record
- Positive Attitude keeping a positive outlook and being respectful of others
- Willing to train for additional assigned work as directed by Supervisor/Manager

### Competency and Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required. To perform the job successfully, an individual should demonstrate the following competencies:

- Ability to get along with others, speak clearly and thoroughly while working with co-workers, customers and vendors
- Acceptable driving record with submission to a driving record background check
- Excellent attendance is required to perform this job
- Ability to listen and follow verbal instructions as well as reading and following written work instructions
- Basic math, to maintain regular counts and perform inventory
- Intermediate reading and comprehension for proper labeling and verification of labels, customer paperwork and departmental reports.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. *To assure safety requirements are met, individuals must be able to complete required drug/alcohol screening with clear results; and have the regular ability to remain awake and alert.*

**Education/Experience:**

**Min. Requirements:**

- GED or High School Diploma
- Commercial Driver's License
- 12 + months of Tractor Trailer Experience
- Primary language is English requires proficiency both verbal and written.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems in a professional manner.
- Reasoning ability must be consistent with established company policies and procedures.
- Experience: Having performed repetitive, manual work including inspection and packaging with at least 3-month is preferred but not required. Prior work within a manufacturing facility in the Warehouse/Shipping/Receiving department is also preferred but not required.

**Occupational Demands:**

This is a production area-based position requiring work within the facility in the Shipping/Receiving environment in addition to driving. Dependent on the daily assignment (in plant Forklift Operation, over-road Truck driving, or Inspector/Packer the occupational demands vary broadly). Inspector/Packer: Requires capacity to stand for extended periods of time, with repetitive bending, lifting and/or twisting to complete routine tasks as needed. Forklift Operator/Truck Driver: Visual acuity requirements to maintain and active Forklift Operators license and State Issued CDLs License. Capacity to sit for extended periods of time while operating forklift or driving truck. Ability to stay awake and alert at all times and have good eye-hand and motor skill reactions to safely operate equipment/truck.

All warehouse area-based positions require working within the facility in the Shipping/Receiving environment. Requires capacity to stand for extended periods of time, with repetitive bending, lifting and/or twisting to complete routine tasks as needed. This includes the ability to safely and repetitively lift, inspect and repack parts, manually, weighing from 10 lbs. up to 25lbs; or greater weights with assisted lift (2 person or mechanical assist). Work throughout the shift includes repetitive upper body, arm/hand/wrist movements to complete routine tasks. Successful incumbent will be able to accomplish the essential functions of the job meeting the occupational demands with/without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.