

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Material Handler**

Dept: **Facilities Management Services - MDS**

Reports to: **Manager - MDS**

Effective Date: **Revised January 2021**

Job Code Number: **10387**

Grade Number: **4, Represented**

FLSA Status: **Non-Exempt**

General Position Summary:

Performs work that involves utilizing an automated sorter conveyor to manage volumes of materials. The Material Handler duties involve rapid hand/eye coordination in order to correctly manage items placed on the moving conveyor. This position also packs and scans totes for shipping.

Duties and Responsibilities:

1. Quickly and accurately unpack, sort and repack materials in totes.
2. Correctly manage packed containers (totes) of materials bound for various locations.
3. May occasionally shelve materials.
4. Maintains the workplace and warehouse in a neat, safe, clean and orderly condition.
5. Meet expectations related to speed and accuracy within a faced paced, automated environment.
6. Perform all other related duties as assigned according to business needs.

Secondary Duties:

1. Participates in activities such as committee work, training, staff meetings, etc.

Core Competencies:

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equity, and forge meaningful connections.

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn from differences.

Ethics, Values and Judgement

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

Professional and Technical Knowledge

Demonstrates proficiency in professional and technical skills and/or knowledge in position-

related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

Adaptability and Flexibility

Adapts and adjusts comfortably to changing or different situations, conditions, and work responsibilities in ways that still result in productive performance.

Work Quality

Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

DESIRED MINIMUM QUALIFICATION:

Education/Experience:

- Demonstrated work experience in high-volume production environment such as warehousing, shipping/receiving, working in a mailroom or stockroom, is desired.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using hands to grasp objects and lift individual books, this is frequently repetitive handling. Frequently required to stand and walk and reach out and down with hands and arms, frequent neck movements to observe workflow and up to frequent bending. The employee will constantly lift/carry 1-3 pounds, seldom up to 35 pounds. Will seldom push/pull carts using light force and with light force to slide totes.

WORK ENVIRONMENT

In this assignment work is performed within a high noise level, high speed automated environment. Work is performed in an open workspace environment with a high volume of fast-paced team production.

Advancement Possibilities:

Open depending on education and training

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
Director of HR