



Job Description

Job Title: Shipping Carpenter (Specialty Skid & Crate Builder)

Supervisor: Operations Manager

FLSA Status: Non-Exempt

Summary:

This position is within the Operations team of RJS Corporation. The Shipping Carpenter's primary responsibility is to fabricate wooden skids, crates, boxes and bracing to secure RJS equipment for shipment. Proper boxing/bracing of machinery and subassemblies is a very important role within the company as our customers expect the product to arrive onsite as it left RJS. With approximately 80% of shipments traveling overseas, the need for proper packaging is increased as shipment may go by a combination of truck, train, ship, and plane in order to reach the destination. Days and hours of work are typically Monday through Friday on first shift. Additional overtime may be available Monday through Friday and on weekends as needed.

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.

Essential Duties and Responsibilities:

Under the direction of the Operations Manager, the Shipping Carpenter duties and responsibilities include, but are not limited to, the following:

- Read and interpret blueprints and/or drawings, shipping notices, and other specifications, and inspect product to determine size and shape of container, material to be used, and type of supports and braces needed
- Lay out dimensions on materials with ruler, measuring tape, square and pencil
- Saws materials to size
- Assemble materials using pneumatic nail gun, glue, hammer and nails, nuts, and bolts
- Assist in placing product in container
- Bolts heavy pieces to bottom of container or skid
- Wraps and pads product with packing material
- Builds crate around large or odd shaped articles
- Nails cover on crate
- Wraps and tightens metal bands around crate
- Attaches identification labels or stencils containing such information as shipping destination, weight, and type of product contained on crate
- Counts items to be packed to ensure compliance with shipping orders
- Weighs loaded crate

- Moves container to shipping area, and moves lumber, paper, and other wrapping supplies to crating area
- Use a variety of hand and power tools as needed
- Maintain a clean work area, returning equipment and tools at the end of the day
- Assist other departments and functions as needed

Competencies:

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

- Ability to read and follow blueprints and detailed written and/or verbal instructions
- Exhibits ability and willingness to learn and apply new skills
- Exercise personal responsibility and perform work consistently to required standards
- Ability to read and follow detailed written and/or verbal instructions
- Self-motivated and requires minimal supervision
- Demonstrate consistent and timely attendance
- Working cooperatively with others
- Owning and exhibiting RJS Core Values – *“Work Smart, Work Safe”*; *“RJS Pride – Quality and Service”*; *“Reaching Success Through Teamwork”*; *“Innovation and Continuous Improvement For Over 65 Years”*; *“Own Our Work, Own the Market”*

Physical Demands:

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to stand, walk, bend, squat, kneel and climb (Ladders). The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts and saw dust. The noise level in the work environment is usually loud.

I hereby acknowledge that I have read and understand the daily job duties of my position with RJS Corporation and can perform them without change or accommodation.

Employee Name (Printed): _____

(Signature): _____

Date: _____