

Position Title

Maintenance / Local Delivery

Date Prepared

December 20, 1994

Revised: July 16, 1998

Department

Shipping

Location

Brainerd

Reports to: Shipping Manager**I Position Purpose**

- To ensure that facility and surrounding grounds are kept as neat, clean and orderly as possible.
- To provide support by baling recycled paper.
- To aid in the maintenance and production of the facility as deemed necessary by management.
- To provide local deliveries in a safe and timely manner.

II Budget Dimensions

- Ensures waste paper is baled in accordance to recycling vendor as to maximize the value of the scrap material, and minimize volume going to landfill.
- Operate & maintain company vehicles under manufacturer specifications.
- Provides feedback to Shipping Manager on opportunities for improvement within the scope of his/her position.

III Primary Functions Duties And Responsibilities**Quality****% of Time Spent**

25%

Key Result Area

Ensure work performed exceeds expectations.

Fully understand and Support Bang quality system.

Satisfy the internal and external customer.

Maintain a clean and orderly bailing, garage and warehouse area.

Maintain a positive and Professional attitude when In contact with customers and vendors.

Ensure no product is damaged due to fork truck driver error & delivery.

Measurement

Zero quality costs.

Zero customer complaints.

Skids and products are secure during transportation.

Keep outside grounds in a neat, clean, and professional for appearance.

During summer months sweep sidewalks and empty garbage. During winter months

shovel sidewalks & entrances, apply salt as needed for ice to ensure safety for employees and visitors.

Maintains inventory for all cleaning, bathroom and cafeteria items. Ensures inventory items in the warehouse are maintained.

Maintain all designated vehicles and equipment

All vehicles are kept clean inside and out.

Productivity

% of Time Spent

35%

Key Result Area

Ensures all garbage bins are emptied and when compactor is full, notify your supervisor.

Ensure plant floor is clean, clutter free & broken pallets are removed to outside location, and skids cardboard, and materials are in the proper place on a daily basis.

Aid in production flow to ensure jobs are shipped within predetermined time frames.

Seal waste ink and notify safety director of need for pick up of material as needed.

Measurement

Plant is kept clean at all times

Conscientious Supply Usage

% of Time Spent

10%

Key Result Area

Ensure no product is damaged due to fork truck driver error.

Measurement

Maintenance operating below plant budget.

Use supplies in a cost effective manner aimed at reducing chemical and supply usage.

Maintenance

% of Time Spent

5%

Key Result Area

Report all safety concerns to shipping manager.

Measurement

Administration

% of Time Spent

5%
complaints.

Key Result Area

Accurately document all inventory transactions as directed by plant management.

Measurement

Zero customer

Accurately document all vehicle activity including mileage and destination.

accounted

Ensure delivery receipts

All receipts are

are authorized by customers & vendors then returned to Shipping Manager.

for in billing

IV Communication

Internal Contacts

- * Shipping Manager
- * Peers
- * Manufacturing Employees

Nature or Purpose

- * Direction and feedback.
- * Communicate with and support each other.
- * Provide direction and guidance.

V Problem Solving

- Ensure maintenance activities are completed as assigned.
- Operate on a quality first basis.
- Accurately detail problems to Shipping Manager for resolution.

VI Education and Experience

- High School Diploma or equivalent
- Good trouble shooting skills.
- Good interpersonal skills.

- Good communication skills.

VII Travel / Physical Exertion

- Frequent long hours, 12 hour days.
- Ability to lift 60 lbs. on a regular basis.
- Willing to work all shifts.

VII Other Information

- Valid Drivers License.
- Clean Driving Record.

Employee Signature: _____ **Date:** _____

Performance Expectations

Maintenance/Local Delivery

1 Quality

- A Ensure work produced exceeds expectation.
- B Provide feedback on issues that negatively impact ability to perform.
- C Work in a quality orientated manner that promotes a positive example.
- D Maintain Facility in a clean and orderly manner.
- E Keep outside grounds in a neat, orderly and professional manner.
- F Maintain a positive and professional attitude with customers and vendors.
- G Maintain all designated vehicles and equipment.
- H Maintain grounds to ensure a safe, professional and welcome atmosphere.

2 Productivity

- A Insure garbage bins are emptied and dumpsters are prepared for garbage removal.
- B Provide feedback to Shipping Manager on areas of production concern.
- C Insure supplies are put in the proper storage area.
- D Ensure plant floor is clean and clutter free on a daily basis.
- E Aid in the flow of production through ensuring that all local deliveries are prepared and shipped in a timely manner.
- F All recycling bins emptied during the shift.
- G Insure no stock is damaged due to fork truck.

4 Policy

- A Understand and accept all established company policies.
- B Provide input on areas of concern regarding company policy.
- C Maintain a professional appearance when making deliveries utilizing company supplied apparel.

5 Support

- A Ensure manufacturing area is neat, clean and organized.
- B Perform preventative maintenance according to manufacturers timetable.
- C Ensure all delivery documentation is complete and processed through proper channels.