



Original Saw Company  
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**Job Description– Original Saw Company, Inc**

**Title: Shipping / Receiving**

**Reports to:** Plant Foremen

**Job purpose:** Package and skid outbound machinery and LTL truck freight as directed by shipping schedules and Supervisor. Check incoming packing slips and put away incoming truck shipments. Utilize a fork lift and pallet jacks. Assist in sub assembly area and miscellaneous milling, drilling, and tapping as work load dictates.

**Key responsibilities and accountabilities:**

1. Pack/ Skid machinery and accessories for ship out on truck and UPS/Fed EX, handling labeling and related tasks.
2. Pre-pack accessories for stock.
3. Load and unload LTL shipments using forklift.
4. Receive and check in incoming LTL shipments, documenting quantities received, and turning packing slips into office.
5. Be capable of performing all aspects of the Shipping / Receiving / Assembly areas, working with other employees as part of a team, and be prompt and on time daily for work.
6. Willingness to take direction from Supervisor and follow that direction but be able to work with limited supervision.
7. Be capable of reading diagrams, understanding them and other technical documents required by the job.
8. Have the ability and desire to become efficient with mechanical equipment, and learn all aspects of job as required.
9. Continually demonstrates a productive and non-disruptive work ethic.
10. Works in such a way as to create a high quality product and to continually improve quality level.
11. Follows all company safety rules as laid out in the company safety manual and all other company policies.
12. Maintain company equipment and work areas in a clean and orderly manner notify supervisor of any damaged equipment.
13. Be able to track daily duties

**Continually strive to improve in all aspects of job requirements.**

**Person-profile template:**

- Works well as team member
- Able to follow orders of supervisor
- Specific Job Skills
- Computer Skills
- Read diagrams and parts breakdowns, and other documents
- Have mechanical skills.

An example is shown here for the role above:

**Person profile –Shipping / Receiving / Sub-Assembly**

**Personality:** Self-motivated, with a positive outlook, and a clear focus on high quality and safety. Is able to get along with others and be a team player.

**Physical Requirements:** Be able to work in crouched position at times, and stand on concrete floors for long periods as needed to do various job tasks. Be able to lift a maximum of 50 lbs. at times as required by job.

**Specific Job Skills:** Having some basic mechanical aptitude helpful.

**Computer skills:** Basic computer skills are a definite plus but not necessary.

**Literacy and Numeric:** Able to read manuals, exploded diagrams, and various types of measuring devices.

**Additional Physical requirements**

**STANDING/WALKING**

**LIFTING /CARRYING**

The heaviest amount of lift will be 50# all assembly areas utilize fork lifts and hand operated lifts for any pieces exceeding that weight. Most objects being lift will be lifted from floor to waste. Approximately (36")

**SITTING**

None to very limited.

**CLIMBING**

Some areas of the building have steps and ramps (no climbing required)

**PUSH/PULL**

Position requires being able to push/pull 2 and 4 wheel carts weighing approx. 200#—400#.

**CROUCHING/SQUATING/KNEELING**

Packaging and other assembly functions will require crouching, squatting, and kneeling.

**BALANCE**

Good balance is required to do many of the assembly functions.

**CRAWLING**

Job duties may require a minimum amount of crawling.

**REACHING**

Position requires reaching approximately 3' while handling equipment and parts that may weigh approximately 10#.

**GRASPING/HANDLING**

Grasping and pinching is required to operate all equipment necessary to perform job functions such as running banding crimper and hand tools. Good hand dexterity is required to move hands into different positions.

**VISION**

Good vision is required for reading and checking computerized shipping lists..

**HEARING**

Being able to hear instructions is an important part of the job.

**NOTE:** The Company has a program for supplying required safety equipment.

**Please drop off or send an application outlining your experience and qualifications to Original Saw Company:**

Human Resources  
Original Saw Company.  
465 Third Ave SE  
Britt, IA 50423

E-mail to Jennifer\_Eden@originalsaw.com