

Wm. B. Morse Lumber Company
JOB DESCRIPTION

Job Title: Lumber Shipper
Department: Morse Lumber
Payroll Status: Hourly

SUMMARY

Our Lumber Shippers are responsible for putting together loads of lumber for delivery, assisting customers in the picking and loading of material for pickup orders, checking loads for accuracy, and setting up and operating saws to cut lumber.

RESPONSIBILITIES

(Includes the following; other duties may be assigned.)

- Follows paperwork to pull loads of lumber and prepare it for shipping.
- Works to ensure paperwork is always accurate.
- Compares items pulled & loaded to order paperwork to ensure accuracy.
- Operates saws to cut lumber for customer orders.
- Uses various tools and packaging supplies (banding) to secure customer loads.
- Operates forklifts and other power equipment.
- Makes deliveries in company vehicles.
- Assists drivers in deliveries and returns.
- Works to maintain an accurate inventory.
- Performs routine maintenance on equipment.
- Performs daily clean-up to ensure yard safety.
- Performs yard and building maintenance
- Miscellaneous tasks assigned 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or GED preferred but not required. Experience with building materials or operating a forklift is preferred.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions and memos. Ability to accurately fill out paperwork.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, fractions and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out written or oral instructions.

PHYSICAL DEMANDS

The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes, dust particles and outside weather conditions. This position is an outdoor job so the weather is a constant factor. The noise level in the work environment is usually moderate to loud.