

Mission Solar Energy LLC

Position Description

Position Title:	Warehouse / Material Handler	
Department:	Manufacturing Operations	
FLSA Status:		
Reports to:	Warehouse & Material Handling Supervisor	
Supervises:		
Dev.date :		Page 1 of 1

Position Summary

Operates solar module production warehouse and material handling/delivery equipment in accordance with plant policies and procedures. Ensure efficient production operation during shift to meet all factory safety, output, yield, cost, and quality targets.

Essential Functions:

- Operates warehouse and material handling/delivery equipment in accordance with plant policies and procedures
- Achieves trained and certified level on all required warehouse and material delivery operations or tools.
- Performs all shift and daily required tool preparation, light maintenance, and care of all warehouse and material delivery equipment and areas.
- Receives, logs, and stores all delivered or shipped materials, including but not limited to; raw materials, equipment, manufacturing supplies, consumables, spares, etc.
- Performs all final product packing, shipping and associated tracking reports and documents.
- Delivers manufacturing materials and supplies to module line areas as required to maintain a highly productive, efficient, and smooth running operation.
- Follows, transacts, and records product through the material execution system (MES) and enterprise level system (ERP) as required.
- Measures and records all shipping or receiving quality monitoring or sampling data as required.
- Identifies and quarantines non-conforming materials, tools, or supplies.
- Follows all quality and safety procedures required by factory or area operations.
- Performs any additional tasks as directed by lead/supervisor/manager.
- Trains and helps ensure certification of any new operators on warehouse or material handling equipment procedures, processes, or specifications.
- Responsible to help meet all shift production output, yield, cost, and quality targets.
- Performs any and all require incoming outgoing material inspections and reports as required.
- Communicates area performance to shift supervisors and/or factory leadership as required.
- Ensures a clean and safe work area using the 5S manufacturing methodology.
- Completes shift performance and factory reporting paperwork as/if required.
- Cross trains in multiple skills and areas as necessary to ensure smooth and efficient operation.
- Participates in production line performance improvement teams as assigned.

Education and experience:

- High school diploma or equivalent required.
- Some college level course work preferred.
- 1-3 years previous warehouse or shipping/receiving experience preferred.
- Forklift experience and/or certification a plus
- Use of warehousing or material handling equipment and tools, such as, palletizers, wrappers, pallet jacks, dollies, lifts, racking, barcode scanners, etc.

Skills and Abilities:

- Good reading, writing, arithmetic, and communication skills required.
- Knowledge of solar or semiconductor manufacturing processes, procedures, and machinery helpful.
- Manual dexterity required for operating machinery, computers, and material movement tools.
- Ability to analyze and recommend improved area task or work instructions to increase area/shift performance productivity, efficiency, quality, and cost.
- Ability to collect, analyze, and communicate tool, shift and daily performance results to shift supervisor.
- Statistical process data entry, charting, and quality control understanding preferred.
- Creates an environment of high productivity and enthusiasm across all shift team members to excel or exceed operation or company specified targets.

Physical Demands:

- Support a 12-hr production shift schedule as part of the 7 X 24 hour manufacturing operation.
- Frequently lift, carry, move and position objects weighing up to 30 pounds unassisted, when performing essential job functions.
- Able to tolerate chemical or glass handling personal protection equipment (aprons, shields, gloves etc.)
- Will not be allowed to use/wear contacts while handling or working with chemicals.
- Extended time standing or walking on hard production floor with confined spaces, multiple turns, or rooms.
- Bend, stoop, crouch, ascend, and descend on a regular basis when performing essential job functions.
- Constantly observe, assess, inspect, detect, convey, and exchange information when performing essential job functions.

This job description may be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

My signature indicates that I have reviewed this Job Description. I further understand that critical features of this job are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other business reasons.

Employee Signature

Date