



**Alaskan Copper Works
Human Resources
2958 6th Avenue South
Seattle, Washington 98134
(206) 382-7344
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We will be accepting applications for this job opening only between the opening and closing dates. Individuals who meet all of the requirements will be considered for an interview. Job applications may be filled out in person or online at www.alaskancopper.com and sent via fax or scanned to jobs@alaskancopper.com when completed.

Date Posted: November 22, 2017

Closing Date: December 08, 2017

Job Title: Shipping/Receiving Assistant (Production Metalworker V)

Pay Rate: DOE

Hours of Work: 7am-3:30pm

Location: 2958 6th Avenue South, Seattle, Washington

Representation: After 30 days, required to become a dues paying or financial core member of Sheetmetal Workers Local Union No. 66.

Job Summary:

Will receive and verify items, put material in bins or racks, count items and add to total on bin cards, pull items for shipment, deduct from bin cards, box, crate or skid for shipment, complete documentation, and load trucks. Will use lift trucks, pendant operated overhead crane, pneumatic nailers and strapping machines to accomplish most tasks.

Requirements to be considered for position:

1. Application must be filled out completely by the Applicant.
2. Meet all of the Required Essential Job Skills/Experience.
3. Must be able to work any shift.
4. Work overtime when required.
5. Willing to comply with company rules and policies.
6. Pass pre-employment drug screen.

Required Essential Job Skills/Experience:

1. Must be detailed oriented.
2. Accurately use tape measure, accurate to 1/16".
3. Able to lift up to 100 pounds occasionally.
4. Able to read, write, understand and communicate in English.
5. Basic math skills.
6. Must have neat, legible hand writing.
7. Must have strong clerical skills.

Ship/Rec Asst.

8. Must have a minimum of one year of forklift operating experience.

Required Essential Job Functions/Duties:

1. Will stock items such as pipe fittings, pipe, tube manufactured from copper nickle and stainless steel.
2. Match stencils on items with paperwork.
3. May be pulling parts for intra-shop or customer orders.
4. May check in received items, verifying paperwork is correct.
5. Clean up shops and yards as needed.
6. Load and unload trucks.
7. Other duties as required.

Desirable Job Skills/Experience

1. Shipping/receiving experience.
2. Able to drive a forklift.

Non-Essential Job Skills/Experience:

1. Able to climb stairs and ladders.

Training Offered:

1. Forklift truck operation.
2. Overhead crane operation.
3. Power hand tool operation.
4. Micrometer measurement.
5. Safety procedures.
6. Electro-etching.

Physical Demands:

This work is defined in the medium strength factor of physical demands, but may require handling of items in the heavy category. This work requires continual handling of various weights throughout the course of the day as inventory and work order requests vary. Standing and walking are the inherent features of this work when retrieving orders. Some intermittent sitting may occur when operating the forklift.

Physical Requirements:

1. **This position requires the following in an 8-hour workday:**

<u>Total At One Time (Hours)</u>	<u>Total During Entire 8-Hour Day</u>
Standing: 1/2-1 hours	7 1/2 hours
Walking: 1/2-1 hours	7 1/2 hours
Sitting: 15-45 minutes	30 minutes

Job Accommodation:

Workers have the ability to use equipment to lift and transport items heavier than 50-60 pounds, or may have the ability to request assistance from a helper.

2. **Movement of objects and strength required for this job:**

Ship/Rec Asst.

Lifting:

Up to 5 lbs:	CONTINUOUSLY (67-100%)	CONTINUOUSLY (67-100%)
6-10 lbs:	CONTINUOUSLY (67-100%)	CONTINUOUSLY (67-100%)
11-20 lbs:	CONTINUOUSLY (67-100%)	CONTINUOUSLY (67-100%)
21-25 lbs:	CONTINUOUSLY (67-100%)	CONTINUOUSLY (67-100%)
26-50 lbs:	FREQUENTLY (34-66%)	FREQUENTLY (34-66%)

Carrying:

51-100 lbs:	OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)
Over 100 lbs:	RARELY	RARELY

3. Required repetitive use of hands:

Simply Grasping:	YES	Fine Manipulating:	YES
Pushing & Pulling:	YES		

4. Repetitive Actions/Movements Involving the Feet:

Right Foot:	YES	Both:	YES
Left Foot:	YES*		

* Some vehicles require the left foot to shift gears.

5. Worker Positions Required in the Performance of this Job:

Climbing:	OCCASIONALLY (1-33%)	Stooping:	OCCASIONALLY (1-33%)
Balancing*:	CONTINUOUSLY (67-100%)	*Kneeling:	OCCASIONALLY (1-33%)
Bending:	OCCASIONALLY (1-33%)	Crouching:	OCCASIONALLY (1-33%)
Crawling:	OCCASIONALLY (1-33%)	Reaching:	OCCASIONALLY (1-33%) (above shoulder level)

* For some items, workers may carry material on shoulder and balance is required.

6. Sensory Requirements:

Talking and/or Hearing:	YES
Seeing: Acuity:	YES
Field of Vision:	YES
Depth Perception:	YES
Accommodation:	YES
Color Vision*:	YES

* Color Vision: Must be able to differentiate between typically red, black, and green control buttons on machinery.

7. Environmental Conditions That Are Found in the Work Site:

PHYSICAL SURROUNDINGS:	—	Inside (75% of time)
	—	Outside (75% of time)
	<u>X</u>	Both (equal amounts)
TEMPERATURE:	<u>X</u>	Cold (enough to cause bodily discomfort)
	<u>X</u>	Hot (enough to cause bodily discomfort)
	<u>X</u>	Variations (sufficient to cause bodily reactions)
WET:	<u>X</u>	Contact with water and/or other liquids

Ship/Rec Asst.

HUMID:	<u>X</u>	Moisture content sufficient to cause bodily discomfort
NOISE:	-	Sufficient to require hearing protection
VIBRATION:	-	Sufficient to cause repeated motion or continuous shock
HAZARDS:	<u>X</u>	Risk of bodily injury present
FUMES:	-	Smoke or vapors resulting from combustion or chemical reaction
ODORS:	-	Toxic or non-toxic smells
TOXIC CONDITIONS:	-	Exposure to disabling fumes, dusts, gases, vapors, mists or liquids that may cause bodily harm.
DUST:	<u>X</u>	Small particulates that may cause occupational disease
POOR VENTILATION:	<u>X</u>	Exposure to drafts or insufficient movement of air