



Alaskan Copper & Brass Company
Human Resources
2958 6th Avenue South
Seattle, WA 98134
(206) 382-7344
Fax: (206) 382-6548

We will be accepting applications for the job between the opening date and the closing date only from individuals who meet all of the required essential job skills. If you meet these qualifications you are invited to complete an application form. If you do not meet these qualifications, your application will be set aside.

If you do not meet these qualifications but wish to apply for other job openings as they occur, which you may be qualified for, please call the ALASKAN JOBLINE, 24 hours a day at (206) 382-8221.

Job Title: Warehouse Shift Supervisor

Pay Rate: Depending on experience and qualifications.

Hours of Work: Must be available for any shift.

Location: Seattle Metro area

Job Summary:

As a first line supervisor, oversee the activities and performance of Alaskan employees on a shift as assigned.

Required Essential Job Skills/Experience:

1. Successful experience supervising an employee group of 7 or more.
2. Must be able to work any shift.
3. Computer literate to include competency in data entry and MS Word.
4. Physically able to move around warehouse, climb stairs, lift and carry up to 70 pounds when required.
5. Effective verbal and written communication skills.
6. Ability to perform in a fast-paced environment.

Required Essential Job Functions/Duties:

1. Disburse work orders to various Alaskan personnel daily.
2. Responsible for accurate log-in of incoming work orders.
3. Directs orders and determines form of shipment.
4. Monitors the performance of Alaskan personnel, acts as mediator when disputes arise, assists in the training of new employees and doweekly performance evaluations.
5. Interfaces with sales personnel in and outside the company.
6. May assist will call customers as well as provide support in other areas as needed.
7. Monitor the safe operation of tools and equipment and enforce safety procedures, company policy and union contract terms.
8. Other duties as assigned.

Job Accommodations:

Considered on an individual basis.

Desirable Qualities:

1. Experience performing in a fast pace environment.
2. Self starter who will be proactive in recognizing potential problems, issues or needs.
3. Ability to delegate.
4. Experience with regulatory agency compliance i.e. EPA, DOT, OSHA, Fire Department, etc.
5. Experience training others.
6. Ability to prioritize.
7. Knowledge of corrosion resistant metals.
8. Forklift experience.
9. Experience with barcoding systems.
10. Experience in warehouse planning and cost analysis.

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: 2 hours | 5-7 hours |
| Walking: 10 minutes | 2-3 hours |
| Sitting: 30 minutes | 1-2 hours |

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

| <u>Lifting:</u> | <u>Carrying:</u> |
|----------------------------------|----------------------|
| Up to 5 lbs: FREQUENTLY (34-66%) | FREQUENTLY (34-66%) |
| 6-10 lbs.: OCCASIONALLY (1-33%) | OCCASIONALLY (1-33%) |
| 11-20 lbs.: OCCASIONALLY (1-33%) | OCCASIONALLY (1-33%) |

21-25 lbs.: OCCASIONALLY (1-33%) OCCASIONALLY (1-33%)
26-50 lbs.: OCCASIONALLY (1-33%) OCCASIONALLY (1-33%)
51-100 lbs.: OCCASIONALLY (1-33%) OCCASIONALLY (1-33%)

3. Required repetitive use of hands:

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

4. Repetitive Actions/Movements Involving the Feet:

Right Foot: NO Left Foot: NO
Both: NO

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

Climbing: OCCASIONALLY (1-33%) Balancing: OCCASIONALLY (1-33%)
Bending: OCCASIONALLY (1-33%) Stooping: OCCASIONALLY (1-33%)
Kneeling: NEVER Crouching: OCCASIONALLY (1-33%)
Crawling: NEVER Reaching: OCCASIONALLY (1-33%)
(at and below shoulder level)

6. Sensory Requirements:

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

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

PHYSICAL SURROUNDINGS: Inside (75% of time)
 Outside (75% of time)
 Both (equal amounts)

TEMPERATURE: Cold (enough to cause bodily discomfort)
 Hot (enough to cause bodily discomfort)
 Variations (sufficient to cause bodily reactions)

WET: Contact with water and/or other liquids

| | | |
|-------------------|----------|---|
| HUMID: | <u>X</u> | Moisture content sufficient to cause bodily discomfort |
| NOISE: | <u>X</u> | 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: | — | Small particles that may cause occupational disease |
| POOR VENTILATION: | <u>X</u> | Exposure to drafts or insufficient movement of air |