**Functional Job Description: Assistant Conveyor/Assistant Forklift Mechanic**

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| **Company:** | Bluestem Brands, Inc. | L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Forklift\Pictures\46.JPG | L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Conveyor\Pictures\59.JPG |
| **Job Title:** | Assistant Conveyor/Assistant Forklift Mechanic |
| **Date:** | May 7, 2012 |
| **Dept/Facility:** | West DC, St. Cloud, MN |
| **Product Section:** | Maintenance |
| **Electronic Doc. #** | FJDAssistConvey-AssistForkliftMech2012 |

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| **Work Hours** | **Overtime:** | Voluntary and/or mandatory per production requirements. | **Breaks:** | 10 minutes every two hours, one 30 minute lunch break. |
| **Shift:** | **Days of week:** | **Time:** | |
| First | Monday-Friday | 6:00 AM to 2:30 PM | |
| Second | Monday-Friday | 4:00 PM to 12:30 AM | |

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| **Job Rotation** | Yes |

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| **Job Training / Credentials Required at Hire** | **Education/ training:** | None required; high school diploma or GED preferred. |
| **Knowledge/ cognitive skills:** | Basic math, reading, writing and oral communication skills preferred. Ability to organize work tasks and work independently or as part of a team. |

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| **Machines, Tools, Equipment Used** | ***General Hand Tools***   * Wrenches * Hammers * Screw Drivers * Pry bars * Paint brushes   ***Specialized******Hand******Tools***   * Torque wrenches * Belt splicer - Conveyor | ***Powered******Hand******Tools***   * Drills - electric, pneumatic, battery powered * Saws- reciprocating, portable band, * Grinders - 4 and 7 inch angle, die grinder * Impact wrench | ***Shop Tools/Equipment***   * Bench/pedestal grinder * Table belt and disc sanders * Band saws * Bench cut-off saws * Table and radial arm saws * Two wheel hand carts * Drill Press * Ladders * Arc and MIG welders * Lathe * Tire Press * Portable hoist lifts * Pump jacks |

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| **Job Purpose/ Objectives/**  **List of Tasks** | ***Conveyor Maintenance:*** Perform general maintenance and repair of conveyors and associated systems and other duties as assigned.  ***Forklift Maintenance:*** Perform general maintenance and repair of Powered Industrial Trucks (EZ-Go, Walkie-Rider, Pallet Jack, Forklift (sit down), Stand-up Reach Truck, Order Picker, Elevated Work Platform) and associated systems and other duties as assigned.  **List of tasks includes:** | | |
| ***General tasks*** *(common to both Conveyor and Forklift)*   * Torch work / Brazing * Arc Welding * MIG welding * Battery maintenance * Multi-meter use * Painting * Ceiling tile replacement   ***Misc. restroom repairs (****common to both Conveyor and Forklift)*   * Valve kits * Dispensing equipment * Hardware * Plugged closets, urinals, drains   ***Dock levelers***  *(common to both Conveyor and Forklift)*   * Cleaning and PM * Component Replacement / Repair   ***Dock******doors (****common to both Conveyor and Forklift)*   * Lubrication hinges, bearings, rollers * Limited repairs, chains, rollers   ***Dock*** *l****ocks (****common to both Conveyor and Forklift)*   * PM, lubrication, cleaning   General repairs | ***Unique to Conveyor Maintenance***   * Component Replacement * Conveyor Installation * Hand Taper Repair * Marsh Taper Repair * Signode Tape Machines * Signode Skid Wrapping machines * RMF Carton Machine   ***Unique to Conveyor Maintenance (cont)***   * Rite Size Carton Machine * Shedder / Balers * Pallet Jack Repair * Traco Bag Sealer repair * Conveyor Control Trouble Shooting * Peanut Delivery System * Quantum Sorter | ***Unique to Forklift Maintenance***   * Tire changing * Hydraulic component replacement * Electrical component replacement * Drive unit replacement * Cylinder repair * Cylinder replacement * Control Wire replacement   ***Unique to Forklift Maintenance (cont)***   * Hydraulic hose installation * Hydraulic hose fabrication * Use of crimper (set up, calibration,) * EV100 controller * 123 controller * Electrical troubleshooting * Electric Motor repair (DC) * Electric Motor replacement (DC) * MTC portable battery changer maintenance / repair * MTC multi level battery changer maintenance / repair * EZ Go repairs |

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| **Safety and Personal Protective Equipment Required**  **\*Available** | Back Support\*  Compensatory methods to mitigate heat  Dust Mask\*  Face Shield  Fall Protection Harness  Hard Hat  Hearing Protection\*  Floor pads\* | *Gloves****:*** Chemical  *Gloves****:*** Leather  *Gloves****:*** Nitrile  *Gloves****:*** Rubberized/cloth\*  *Protective Clothing:* Apron  *Protective Clothing:* Chaps  *Protective Clothing:* Sleeves  *Protective Clothing:* Jacket  *Protective Clothing:* Cap | Safety Glasses/Side Shields  Safety Goggles/Chemical  Safety Vest\*  Steel Toe Footwear |

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| **Safety/ Equipment Training/ Certification Required** | Daily Meeting and Stretch Breaks (includes:) | Industrial Truck Training | OSHA Training (Rules and Regulations) |
| * Safety Topics * Safety Policies * Questions & Answers * Review Safety Committee Minutes | EZ-Go  Walkie-Rider  Pallet Jack  Forklift (sit down)  Stand-up Reach Truck  Order Picker  Elevated Work Platform | New Hire Safety Orientation  Right to Know  Blood Borne Pathogens  Fire Extinguisher  Hot Work Permit  Lockout/Tag Out  Regulated Materials Training (ORM-D)  Supervisor Safety Updates |

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| **Functional Job Elements**  **(Tasks illustrated below are common to both Conveyor and Forklift Maintenance)** | | |
| **(10% of total shift)**  ***General tasks***   * Torch work / Brazing * Arc Welding * MIG welding * Battery maintenance * Multi-meter use * Painting * Ceiling tile replacement | L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Forklift\Pictures\59.JPG | **L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Forklift\Pictures\60.JPG** |
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| ***Misc. restroom repairs***   * Valve kits * Dispensing equipment * Hardware * Plugged closets, urinals, drains | L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Conveyor\Pictures\67.JPG | **L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Conveyor\Pictures\67.JPG** |
| ***Dock levelers***   * Cleaning and PM * Component Replacement / Repair | L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Conveyor\Pictures\52.JPG | **L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Conveyor\Pictures\53.JPG** |
| ***Dock******doors***   * Lubrication hinges, bearings, rollers * Limited repairs, chains, rollers | L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Conveyor\Pictures\55.JPG | **L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Conveyor\Pictures\54.JPG** |
| ***Dock*** *l****ocks***   * PM, lubrication, cleaning * General repairs | L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Conveyor\Pictures\63.JPG | **L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Conveyor\Pictures\63.JPG** |

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| **Functional Job Elements**  **(Tasks illustrated below are unique to Conveyor Maintenance)** | | |
| **(90% of total shift)**   * Component Replacement * Conveyor Installation * Hand Taper Repair * Marsh Taper Repair * Signode Tape Machines * Signode Skid Wrapping machines * RMF Carton Machine * Rite Size Carton Machine * Shedder / Balers * Pallet Jack Repair * Traco Bag Sealer repair * Conveyor Control Trouble Shooting * Peanut Delivery System * Quantum Sorter | **L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Conveyor\Pictures\32.JPG** | **L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Conveyor\Pictures\65.JPG** |
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| **Functional Job Elements**  **(Tasks illustrated below are unique to Forklift Maintenance)** | | |
| **(90% of total shift)**   * Tire changing * Hydraulic component replacement * Electrical component replacement * Drive unit replacement * Cylinder repair * Cylinder replacement * Control Wire replacement * Hydraulic hose installation * Hydraulic hose fabrication * Use of crimper (set up, calibration,) * EV100 controller * 123 controller * Electrical troubleshooting * Electric Motor repair (DC) * Electric Motor replacement (DC) * MTC portable battery changer maintenance / repair * MTC multi level battery changer maintenance / repair * EZ Go repairs | L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Forklift\Pictures\4.JPG | **L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\Forklift\Pictures\5.JPG** |
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| **Physical Factors** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Manual Material Handling** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***(lbs)*** | **Floor-Knuckle (0” to 30”)** | | | | |  | **Knuckle-Chest (30” to 50’)** | | | | |  | **Chest-Overhead**  **( > 50”)** | | | | |  | **Carry - Two Hands; Front** | | | | |  | **Carry - One Hand; Side** | | | | |  | **Push** | | | | |  | **Pull** | | | | |
| ***100*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***75*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***50*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***25*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***15*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***10*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***5*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Exp** | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |

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| **Postures/Movements** | | | | | | | | | | | | | | |  | **Head/Neck** | | | | | |
| **Exp** | **Sit** | **Stand** | **Walk** | **Bal** | **Stairs** | **Lad-der** | **Foot contrl** | **Twist Waist** | **Bend Waist** | **Squat** | **Kneel** | **Crawl** | **Reach below 54”** | **Reach above 54”** |  | **Flex Static** | **Ext Static** | **Rot Static** | **Flex Dyn** | **Ext Dyn** | **Rot Dyn** |
| **C** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **F** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **N** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Hand Use** | | | |  | **Sensory** | | | | |  | **Communication** | | | |  | |  |  |  | | --- | --- | --- | | **Key** | C - Continuous: 67 to 100% of shift |  | | F - Frequent: 34 to 66% of shift |  | | O - Occasional: 6 to 33% of shift |  | | R - Rarely: up to 5% of shift |  | | N - Never: 0% of shift |  |   **Abbreviations**: Bal=Balance, Exp=Exposure, Contrl=Control, Flex=Flexion, Ext=Extension, Dyn=Dynamic, Manip=Manipulation |
| **Exp** | **Simple Grasp** | **Firm Grasp** | **Fine Manip** | **Bal** | **See** | **Hear** | **Touch Feel** | **Taste** | **Smell** |  | **Talk** | **Read** | **Write** | **Hand Signal** |  |
| **C** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **F** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Environmental Factors** | **Exposure Level** | | | | | **Key/Comments** |
| **N** | **R** | **O** | **F** | **C** |
| Outdoor Work |  |  |  |  |  | |  |  |  | | --- | --- | --- | | **Key** | C - Continuous: 67 to 100% of shift |  | | F - Frequent: 34 to 66% of shift |  | | O - Occasional: 6 to 33% of shift |  | | R - Rarely: up to 5% of shift |  | | N - Never: 0% of shift |  |   **Comments:**  ***Outdoor Work:*** Rarely will operate mechanical handling equipment outdoors.  ***Indoor Work:***  Primary work area is a large indoor warehouse complex.  ***Heat:*** Based on external temperature, occasionally performs job tasks in hot indoor environment; warehouse complex is not air-conditioned. Large fans are used for ventilation.  ***Moving Objects:*** Be aware of and avoid moving objects including equipment.  ***Protected Work Heights:*** May work at heights – fall protection is in place. |
| Indoor Work |  |  |  |  |  |
| Heat |  |  |  |  |  |
| Cold |  |  |  |  |  |
| Wet/ Humid |  |  |  |  |  |
| Hearing Protection |  |  |  |  |  |
| Vibration |  |  |  |  |  |
| Fumes/Gases/Odors |  |  |  |  |  |
| Dust |  |  |  |  |  |
| Moving Objects |  |  |  |  |  |
| Electrical |  |  |  |  |  |
| Chemical |  |  |  |  |  |
| Protected Work Heights |  |  |  |  |  |
| Unprotected Work Heights |  |  |  |  |  |
| Flying Debris |  |  |  |  |  |
| Lighting (Inadequate/Excessive) |  |  |  |  |  |

**Position eligible to be considered for temporary modification in conjunction with a Return to Work transitional duty program agreement: Yes**

This Functional Job Description was completed through an on-site job analysis by a certified professional ergonomist/licensed physical therapist. It is for the purpose of identifying and quantifying the physical functional requirements of this job. The Functional Job Description should not be construed as a detailed description of all specific job duties and/or tools, equipment and materials that may be necessary or incidental to the performance of this job. Further consideration may be necessary when applying the standards to the injured population in the medical management process.

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| signature MAA | Jeff W.jpgThis Functional Job Description has been reviewed by company representatives and is believed to be an accurate representation of most of the job content. |
| Mark A Anderson, MA, PT CPE  Certified Professional Economist  Licensed Physical Therapist  ErgoSystems Consulting Group, Inc.  19285 Shady Hills Road  Minneapolis, MN 55331  952-401-9296  [mark.anderson@ergosystemsconsulting.com](mailto:mark.anderson@ergosystemsconsulting.com)  [www.ergosystemsconsulting.com](http://www.ergosystemsconsulting.com) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Jeff Wolseth  Manager - Occupational Safety and Health  L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Maintenance\Video and Images\2012-05-17\JJ SIGN.jpg |
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| Jim Justin  Manager - Facilities |