



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

<b>Company:</b>	Bluestem Brands, Inc.		
<b>Job Title:</b>	Assistant Conveyor/Assistant Forklift Mechanic		
<b>Date:</b>	May 7, 2012		
<b>Dept/Facility:</b>	West DC, St. Cloud, MN		
<b>Product Section:</b>	Maintenance		
<b>Electronic Doc. #</b>	FJDAssistConvey- AssistForkliftMech2012		

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

<b>Job Rotation</b>	Yes
---------------------	-----

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

<b>Machines, Tools, Equipment Used</b>	<b>General Hand Tools</b> <ul style="list-style-type: none"> <li>Wrenches</li> <li>Hammers</li> <li>Screw Drivers</li> <li>Pry bars</li> <li>Paint brushes</li> </ul> <b>Specialized Hand Tools</b> <ul style="list-style-type: none"> <li>Torque wrenches</li> <li>Belt splicer - Conveyor</li> </ul>	<b>Powered Hand Tools</b> <ul style="list-style-type: none"> <li>Drills - electric, pneumatic, battery powered</li> <li>Saws- reciprocating, portable band,</li> <li>Grinders - 4 and 7 inch angle, die grinder</li> <li>Impact wrench</li> </ul>	<b>Shop Tools/Equipment</b> <ul style="list-style-type: none"> <li>Bench/pedestal grinder</li> <li>Table belt and disc sanders</li> <li>Band saws</li> <li>Bench cut-off saws</li> <li>Table and radial arm saws</li> <li>Two wheel hand carts</li> <li>Drill Press</li> <li>Ladders</li> <li>Arc and MIG welders</li> <li>Lathe</li> <li>Tire Press</li> <li>Portable hoist lifts</li> <li>Pump jacks</li> </ul>
--	--	---	---

<b>Job Purpose/ Objectives/ List of Tasks</b>	<p><b>Conveyor Maintenance:</b> Perform general maintenance and repair of conveyors and associated systems and other duties as assigned.</p> <p><b>Forklift Maintenance:</b> 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.</p> <p><b>List of tasks includes:</b></p>		
	<b>General tasks (common to both Conveyor and Forklift)</b> <ul style="list-style-type: none"> <li>Torch work / Brazing</li> <li>Arc Welding</li> <li>MIG welding</li> <li>Battery maintenance</li> <li>Multi-meter use</li> <li>Painting</li> <li>Ceiling tile replacement</li> </ul>	<b>Unique to Conveyor Maintenance</b> <ul style="list-style-type: none"> <li>Component Replacement</li> <li>Conveyor Installation</li> <li>Hand Taper Repair</li> <li>Marsh Taper Repair</li> <li>Signode Tape Machines</li> <li>Signode Skid Wrapping machines</li> </ul>	<b>Unique to Forklift Maintenance</b> <ul style="list-style-type: none"> <li>Tire changing</li> <li>Hydraulic component replacement</li> <li>Electrical component replacement</li> <li>Drive unit replacement</li> <li>Cylinder repair</li> <li>Cylinder replacement</li> </ul>

<p><b>Misc. restroom repairs</b> (common to both Conveyor and Forklift)</p> <ul style="list-style-type: none"> <li>• Valve kits</li> <li>• Dispensing equipment</li> <li>• Hardware</li> <li>• Plugged closets, urinals, drains</li> </ul> <p><b>Dock levelers</b> (common to both Conveyor and Forklift)</p> <ul style="list-style-type: none"> <li>• Cleaning and PM</li> <li>• Component Replacement / Repair</li> </ul> <p><b>Dock doors</b> (common to both Conveyor and Forklift)</p> <ul style="list-style-type: none"> <li>• Lubrication hinges, bearings, rollers</li> <li>• Limited repairs, chains, rollers</li> </ul> <p><b>Dock locks</b> (common to both Conveyor and Forklift)</p> <ul style="list-style-type: none"> <li>• PM, lubrication, cleaning</li> <li>General repairs</li> </ul>	<ul style="list-style-type: none"> <li>• RMF Carton Machine</li> </ul> <p><b>Unique to Conveyor Maintenance (cont)</b></p> <ul style="list-style-type: none"> <li>• Rite Size Carton Machine</li> <li>• Shedder / Balers</li> <li>• Pallet Jack Repair</li> <li>• Traco Bag Sealer repair</li> <li>• Conveyor Control Trouble Shooting</li> <li>• Peanut Delivery System</li> <li>• Quantum Sorter</li> </ul>	<ul style="list-style-type: none"> <li>• Control Wire replacement</li> </ul> <p><b>Unique to Forklift Maintenance (cont)</b></p> <ul style="list-style-type: none"> <li>• Hydraulic hose installation</li> <li>• Hydraulic hose fabrication</li> <li>• Use of crimper (set up, calibration,)</li> <li>• EV100 controller</li> <li>• 123 controller</li> <li>• Electrical troubleshooting</li> <li>• Electric Motor repair (DC)</li> <li>• Electric Motor replacement (DC)</li> <li>• MTC portable battery changer maintenance / repair</li> <li>• MTC multi level battery changer maintenance / repair</li> <li>• EZ Go repairs</li> </ul>
--	---	--

<p><b>Safety and Personal Protective Equipment Required</b> *Available</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Back Support*</li> <li><input checked="" type="checkbox"/> Compensatory methods to mitigate heat</li> <li><input checked="" type="checkbox"/> Dust Mask*</li> <li><input checked="" type="checkbox"/> Face Shield</li> <li><input checked="" type="checkbox"/> Fall Protection Harness</li> <li><input checked="" type="checkbox"/> Hard Hat</li> <li><input checked="" type="checkbox"/> Hearing Protection*</li> <li><input checked="" type="checkbox"/> Floor pads*</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Gloves: Chemical</li> <li><input checked="" type="checkbox"/> Gloves: Leather</li> <li><input checked="" type="checkbox"/> Gloves: Nitrile</li> <li><input checked="" type="checkbox"/> Gloves: Rubberized/cloth*</li> <li><input checked="" type="checkbox"/> Protective Clothing: Apron</li> <li><input checked="" type="checkbox"/> Protective Clothing: Chaps</li> <li><input checked="" type="checkbox"/> Protective Clothing: Sleeves</li> <li><input checked="" type="checkbox"/> Protective Clothing: Jacket</li> <li><input checked="" type="checkbox"/> Protective Clothing: Cap</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Safety Glasses/Side Shields</li> <li><input checked="" type="checkbox"/> Safety Goggles/Chemical</li> <li><input checked="" type="checkbox"/> Safety Vest*</li> <li><input checked="" type="checkbox"/> Steel Toe Footwear</li> </ul>
--	--	--	--

<p><b>Safety/ Equipment Training/ Certification Required</b></p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Daily Meeting and Stretch Breaks (includes:)</li> </ul> <ul style="list-style-type: none"> <li>• Safety Topics</li> <li>• Safety Policies</li> <li>• Questions &amp; Answers</li> <li>• Review Safety Committee Minutes</li> </ul>	<p>Industrial Truck Training</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> EZ-Go</li> <li><input checked="" type="checkbox"/> Walkie-Rider</li> <li><input checked="" type="checkbox"/> Pallet Jack</li> <li><input checked="" type="checkbox"/> Forklift (sit down)</li> <li><input checked="" type="checkbox"/> Stand-up Reach Truck</li> <li><input checked="" type="checkbox"/> Order Picker</li> <li><input checked="" type="checkbox"/> Elevated Work Platform</li> </ul>	<p>OSHA Training (Rules and Regulations)</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> New Hire Safety Orientation</li> <li><input checked="" type="checkbox"/> Right to Know</li> <li><input checked="" type="checkbox"/> Blood Borne Pathogens</li> <li><input checked="" type="checkbox"/> Fire Extinguisher</li> <li><input checked="" type="checkbox"/> Hot Work Permit</li> <li><input checked="" type="checkbox"/> Lockout/Tag Out</li> <li><input type="checkbox"/> Regulated Materials Training (ORM-D)</li> <li><input checked="" type="checkbox"/> Supervisor Safety Updates</li> </ul>
--	---	--	---

## 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



### Misc. restroom repairs

- Valve kits
- Dispensing equipment
- Hardware
- Plugged closets, urinals, drains



### Dock levelers

- Cleaning and PM
- Component Replacement / Repair



**Dock doors**

- Lubrication hinges, bearings, rollers
- Limited repairs, chains, rollers



**Dock locks**

- PM, lubrication, cleaning
- General repairs



**Functional Job Elements**

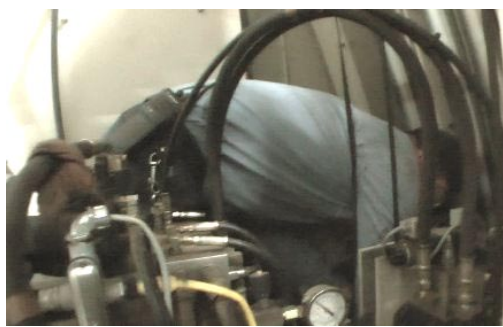
(Tasks illustrated below are unique to Conveyor Maintenance)

**(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









## 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







## 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									
	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					
100																																								
75																																								
50																																								
25																																								
15																																								
10																																								
5																																								
0																																								
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	N	R	O	F	C

### Postures/Movements

Exp	Sit	Stand	Walk	Bal	Stairs	Ladder	Foot contrl	Twist Waist	Bend Waist	Squat	Kneel	Crawl	Reach below 54"	Reach above 54"
C														
F														
O														
R														
N														

### Head/Neck

Exp	Flex Static	Ext Static	Rot Static	Flex Dyn	Ext Dyn	Rot Dyn
C						
F						
O						
R						
N						

### Hand Use

Exp	Simple Grasp	Firm Grasp	Fine Manip
C			
F			
O			
R			
N			

### Sensory

Exp	See	Hear	Touch Feel	Taste	Smell
C					
F					
O					
R					
N					

### Communication

Exp	Talk	Read	Write	Hand Signal
C				
F				
O				
R				
N				

### 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

Environmental Factors	Exposure Level					Key/Comments											
	N	R	O	F	C												
Outdoor Work						<table border="1"> <tr> <td rowspan="5"><b>Key</b></td> <td>C - Continuous: 67 to 100% of shift</td> <td style="background-color: red;"></td> </tr> <tr> <td>F - Frequent: 34 to 66% of shift</td> <td style="background-color: orange;"></td> </tr> <tr> <td>O - Occasional: 6 to 33% of shift</td> <td style="background-color: yellow;"></td> </tr> <tr> <td>R - Rarely: up to 5% of shift</td> <td style="background-color: blue;"></td> </tr> <tr> <td>N - Never: 0% of shift</td> <td style="background-color: green;"></td> </tr> </table> <p><b>Comments:</b>  <b>Outdoor Work:</b> Rarely will operate mechanical handling equipment outdoors.  <b>Indoor Work:</b> Primary work area is a large indoor warehouse complex.  <b>Heat:</b> Based on external temperature, occasionally performs job tasks in hot indoor environment; warehouse complex is not air-conditioned. Large fans are used for ventilation.  <b>Moving Objects:</b> Be aware of and avoid moving objects including equipment.  <b>Protected Work Heights:</b> May work at heights – fall protection is in place.</p>	<b>Key</b>	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	
<b>Key</b>	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																
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**

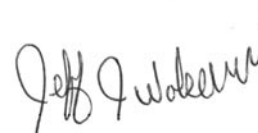
This Functional Job Description was completed through an on-site job analysis by a certified professional ergonomist/licensed physical therapist. It is for the purpose of identifying and quantifying the physical functional requirements of this job. The Functional Job Description should not be construed 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.



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)

This Functional Job Description has been reviewed by company representatives and is believed to be an accurate representation of most of the job content.



Jeff Wolseth  
 Manager - Occupational Safety and Health



Jim Justin  
 Manager - Facilities