

Functional Job Description: General Maintenance/Battery Changer

Company:	Bluestem Brands, Inc.
Job Title:	General Maintenance/ Battery Changer
Date:	Sept 12, 2018
Dept/Facility:	DC, St. Cloud, MN
Product Section:	Maintenance
Electronic Doc. #	FJDGenMaintBattChanger2018



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 or 7:00 AM to 3:30 PM	
	Second	Monday-Friday	2:30 PM to 12:00 AM or 4:00 PM to 12:30 AM	

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.

Machines, Tools, Equipment Used	General Hand Tools	Powered Hand Tools	Shop Tools/Equipment
	<ul style="list-style-type: none"> • Wrenches • Hammers • Screw Drivers • Pry bars • Come along Specialized Hand Tools <ul style="list-style-type: none"> • Hydrometer • Multi meter • Load Tester • Watering systems • Wash Bay • Battery Washer 	<ul style="list-style-type: none"> • Drills - electric, pneumatic, battery powered • Saws- reciprocating and circular • Grinders - 4 and 7 inch angle, die grinder • Impact wrench • Shop vac 	<ul style="list-style-type: none"> • Bench/pedestal grinder • Drill Press • Ladder • 4 Ton Bridge Crane • MTC Three Level System • MTC Portable Changers • 250 lb. hoist

Job Purpose/Objectives/ List of Tasks	Perform general maintenance and repair of carts, change out batteries for powered industrial trucks, general maintenance of batteries and other duties as assigned. List of tasks includes:		
	General tasks <ul style="list-style-type: none"> • Charger Operation • Battery maintenance • EZ Go adjustments Cart repairs <ul style="list-style-type: none"> • Casters 	Misc. restroom repairs <ul style="list-style-type: none"> • Valve kits • Dispensing equipment • Hardware • Plugged closets, urinals, drains 	Computer <ul style="list-style-type: none"> • Data entry, e.g. inventory

Safety and Personal Protective Equipment Required *Available	<input checked="" type="checkbox"/> Back Support* <input checked="" type="checkbox"/> Compensatory methods to mitigate heat <input checked="" type="checkbox"/> Dust Mask* <input checked="" type="checkbox"/> Face Shield* <input checked="" type="checkbox"/> Fall Protection Harness* <input checked="" type="checkbox"/> Hard Hat <input checked="" type="checkbox"/> Hearing Protection*	<input checked="" type="checkbox"/> <i>Gloves: Chemical*</i> <input checked="" type="checkbox"/> <i>Gloves: Leather*</i> <input checked="" type="checkbox"/> <i>Gloves: Nitrile*</i> <input checked="" type="checkbox"/> <i>Gloves: Rubberized/cloth*</i> <input checked="" type="checkbox"/> <i>Protective Clothing: Apron</i> <input checked="" type="checkbox"/> <i>Protective Clothing: Jacket</i> <input checked="" type="checkbox"/> <i>Protective Clothing: Cap</i>	<input checked="" type="checkbox"/> Safety Glasses/Side Shields <input checked="" type="checkbox"/> Steel Toe Footwear

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

Functional Job Elements

Change batteries

(5 to 60% of total shift, varies based on quarter with 4th quarter the greatest)

➤ Change batteries (MTC Three Level System)

- Disconnect/connect battery
- Operate equipment to remove and replace battery
- Connect to battery charger
- Check battery water level
- Using hose, fill battery with water as needed



➤ Change batteries (EZ-GO/Pack Mule)

- Remove cover from battery compartment
- Disconnect batteries from terminals
- Use 250 lb capacity overhead hoist to remove and replace batteries
- Put battery cover back on



➤ **Change batteries (MTC Portable Changers)**

- Operate equipment to handle battery (remove from PIT)
- Open battery water covers to check water level
- Fill with water as needed
- Disconnect and connect to charger



Battery Equipment Maintenance

(20 to 45% of total shift)

➤ **EZ-GO batteries**

- Check water level
- Use hydrometer
- Hook up battery charger
- Transport battery with overhead hoist
- On a day-to-day basis sometimes manually handle batteries (EZ-GO and Pack Mule battery weight is 63#)
- **NOTE:** Two times per year will manually handle about 90 batteries (63#) in one shift.



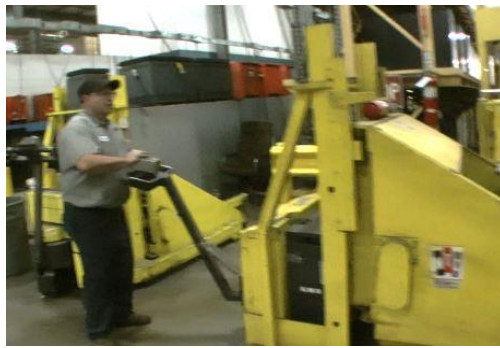
➤ **Battery wash (EZ-GO/Pack Mule)**

- Transfer EZ-GO/Pack Mule batteries to hand truck
- Transport hand truck to battery wash station
- Spray on battery wash solution
- Wash with water hose and dry with air hose
- Return batteries to staging area



➤ **Battery washer**

- Transfer batteries into battery washer with equipment
- Spray on battery wash solution
- Operate battery washer
- Return batteries to staging area



➤ **Touch up spray paint**

- Clean item to be cleaned
- Paint item with spray paint



Cart Maintenance

(20% of total shift)

➤ **Cart caster maintenance**

- Grease caster with grease gun
- Remove caster with hand wrench and impact wrench



- Service caster bearings



➤ **Cart hitch maintenance**

- Cut off old hitch with reciprocating saw
- Use sledge hammer to remove sawn off hitch
- Replace new hitch
- Secure with impact wrench



(5% of total shift)

General tasks

- Multi-meter use
- Painting



Misc. restroom repairs

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



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																																								
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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	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	Blue	Blue				<table border="1"> <tr> <td rowspan="5">Key</td> <td>C - Continuous: 67 to 100% of shift</td> <td>Red</td> </tr> <tr> <td>F - Frequent: 34 to 66% of shift</td> <td>Orange</td> </tr> <tr> <td>O - Occasional: 6 to 33% of shift</td> <td>Yellow</td> </tr> <tr> <td>R - Rarely: up to 5% of shift</td> <td>Blue</td> </tr> <tr> <td>N - Never: 0% of shift</td> <td>Green</td> </tr> </table> <p>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.</p>	Key	C - Continuous: 67 to 100% of shift	Red	F - Frequent: 34 to 66% of shift	Orange	O - Occasional: 6 to 33% of shift	Yellow	R - Rarely: up to 5% of shift	Blue	N - Never: 0% of shift	Green
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Indoor Work	Red	Red	Red	Red	Red												
Heat	Yellow	Yellow	Yellow														
Cold	Blue	Blue															
Wet/ Humid	Blue	Blue															
Hearing Protection	Blue	Blue															
Vibration	Blue	Blue															
Fumes/Gases/Odors	Orange	Orange	Orange	Orange													
Dust	Yellow	Yellow	Yellow														
Moving Objects	Orange	Orange	Orange	Orange													
Electrical	Orange	Orange	Orange	Orange													
Chemical	Orange	Orange	Orange	Orange													
Protected Work Heights	Blue	Blue															
Unprotected Work Heights	Green																
Flying Debris	Yellow	Yellow	Yellow														
Lighting (Inadequate/Excessive)	Green																

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

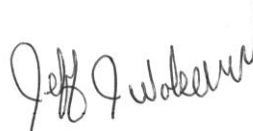
This Functional Job Description was completed through an on-site job analysis by a certified professional ergonomist/licensed physical therapist. It is for the purpose of identifying and quantifying the physical functional requirements of this job. The Functional Job Description should not be construed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



Mike Reimann
 Sr. Supervisor Maintenance Department