

**Position:** Materials Handler  
**Location:** Sauk Rapids, MN  
**Exemption Status:** Non-Exempt  
**Division/Department:** Assembly  
**Posting Date:** November 3, 2021

**PCT Employees interested in applying for this position should submit a resume to Human Resources by Monday, November 8, 2021**

### **Position Summary**

The Material Handler is responsible for delivering materials and supplies to all workstations to assure uninterrupted production. They must be a skilled driving and mechanical work operating a fork-lift truck and its attached fork-lift, to lift, stack, tier, or move products, equipment or materials in a warehouse, storage yard or factory. Performs tasks independently or as part of a work crew.

### **Primary Responsibilities:**

- Knows and follows all safety standards, policies, and procedures.
- Receives direction from the Assembly Supervisor at the beginning of the shift as to the status of work in process.
- Monitors continuously workstations to determine need for additional materials and supplies.
- Follows bill of materials and material identifications to select materials to be moved.
- Operates forklifts and pallet jacks to move product in a safe and efficient manner.
- Moves materials and supplies from warehouse to workstations.
- Assists in loading and unloading trucks as needed.
- Assures that all workstations have needed materials and supplies to prevent production stoppages.
- Checks incoming materials to verify that they meet code requirements.
- Assures that all materials and supplies are in the appropriate location in the warehouse.
- Maintains all work areas in a clean and orderly fashion.
- Cross train with shipping and materials to fill in as needed.
- Operates fork-lift trucks and attached equipment, as directed.
- Unloads and stacks material by raising and lowering lifting device or by other means.
- Supplies workers with materials, as requested.
- Loads and unloads materials onto or off of pallets, skids, or lifting devices.
- May recharge batteries, replace liquefied-gas tank or water, etc.
- Reports mechanical or electrical problems to appropriate person.

**Qualifications and Skills:**

- High School diploma or GED
- Previous experience providing shipping/receiving work direction.
- Operate forklift, pallet jack and order picker.
- Ability to work independently/ Excellent attendance record.
- Perform repetitive task.
- Able to follow written and verbal work instructions.
- Must be able to lift up to 50 lbs.
- Customer orientated and team player.

**Reports to:**

Assembly Supervisor

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequent sitting, standing, talk or hear. Use hands to handle or touch objects or controls. Must be able to lift up to 50 lbs. repeatedly and stand for up to eight hours a day and stay focused on repeated tasks.

Workdays are Monday through Friday, 7:00 a.m. to 3:30 p.m. and overtime as needed or required.

**About Pinnacle Climate Technologies**

Pinnacle Climate Technologies invents, develops, and manufactures heating and ventilation solutions through commercial, industrial, agricultural, DIY, and other retail channels throughout the world. With manufacturing in North America and Asia, Pinnacle serves a diverse customer base in over 25 countries, every continent. With brands that include Master®, Schaefer®, Remington®, ProTemp®, Americ®, and STANLEY®, Pinnacle is positioned as the global leader in industrial/construction heat, and portable ventilation products.

Pinnacle is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability, veteran status, national origin, or other legally protected classifications.

**Why Join Us**

Our brands, both young and mature, now have 65 years of experience to draw upon as they optimize manufacturing efficiency, perfect distribution, and lead the industry. And with that, we're now able to innovate faster and more effectively deliver the highest-quality products to the marketplace. As a result, Pinnacle Climate Technologies is home to brands that are recognized worldwide for reliability, durability, and innovation. At Pinnacle—We make it possible.