



Matting Technician

Job Code DST-024	Job Department Distribution	Job Location Saint Joseph
Reports To Fabrication Supervisor	FLSA Status Non Exempt	

Position Summary

This person will be responsible for working closely with Fabrication Supervisor to plan and fabricate matting orders. Help maintain a safe and healthy facility. Have good written and verbal skills and the ability to respond to inquires in a timely manner.

Essential Functions

- Receives replenishment matting (rolled goods) inventory.
- Prioritizes orders according to company established guidelines.
- Prepares LTL and Small Parcel shipments for delivery in accordance with DOT regulations.
- Reads and responds to daily emails and generally engage in other communication channels
- Maintains annual regulatory and company compliance training.
- Develops and maintains relationship with matting vendor
- Answers inter-company phone calls as needed.
- Troubleshoots inventory discrepancies and implements corrective action.
- Maintains and distributes supply of matting samples to Hillyard sales team.
- Complies with and/or participates in occasional work projects related to task improvement.
- Maintains general understanding of key performance indicators.
- Maintains established standards and procedures.

Supervisory Responsibility

No

Education

Preferred/Required	Education Level	Description
Required	High School or GED	
Preferred	Vocational / Technical	Continuing technical education or formal training preferred.

Experience

Minimum Years of Experience	Description
2	In related field including construction trade, print reading, measurement and carpet installation a plus.

Licenses & Certifications

Preferred/Required	Certification Type	Description
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Qualifications

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Ability to operate battery powered industrial equipment.

Excellent verbal and written communication skills

Basic understanding of 5S principles.

Advanced troubleshooting skills.

Basic math skills including measuring, verifying and documenting.

Construction or carpet laying experience a plus.

Computer skills – ability to read and respond to emails, complete data entry, generate standard reports, and use standard software, including word processing and spreadsheets, to create, update, and produce documents and files.

Competencies

Company Competencies

Hillyard has defined a set of competencies that are important for the employee to exhibit to perform the role successfully. The competencies for this position have been defined to include:

- Customer 1st Attitude
- Concern for Safety
- Integrity & Ethics
- Pursuit of Excellence/Lifelong Learning
- Teamwork

Role Competencies

Hillyard has defined a set of competencies that are important for the employee to exhibit to perform the role successfully. The competencies for this position have been defined to include:

- Attention to Detail
- Dependability
- Initiative

Equipment Used

Equipment	If Other, Please Specify
Computer	
Copier	
Fax	
Fork Truck	
Order Picker	
Pallet Jack	
Personal Protective Equipment	
Phone	
Power Dolly	
Printer	

Working Environment

Work is mainly performed in factory or warehouse setting with exposure to dust, heat, cold, loud noises, fumes and odors. Some exposure to an outdoor setting with conditions such as heat/cold, wet/humid and dry/arid, and an office setting with a controlled environment.

Travel

Travel Type	Frequency
Same Day	Minimal- Up To 5%
Local	Minimal- Up To 5%
Overnight	Minimal- Up To 5%
District	Minimal- Up To 5%
Regional	Minimal- Up To 5%
Nationwide	Minimal- Up To 5%
Worldwide	N/A

Physical Demands

The physical job demands include maximum frequent lift of 50 lbs. from 33 inches to 33 inches; maximum occasional carry of 50 lbs. for 30 ft; maximum frequent horizontal push/pull force of 20 lbs. at 33 inch height for 30 ft; maximum frequent horizontal push/pull of 60 lbs.; frequent climb of 33 inches on to roller table; frequent climb stairs 8-10 inches in height; maximum frequent grip force of 40 lbs.; frequent forward reach of 36 inches; frequent lateral reach of 24 inches; constant bend; frequent crawl; frequent neck flexion; occasional neck rotation; occasional fine motor coordination; frequent hand coordination; frequent foot coordination; occasional hip abduction; occasional sitting; constant standing; and constant walking.

PDC Level: VERY HEAVY based on frequency of lifts required.

Eligibility

Must be legally authorized to work in the United States without restriction.

Must be willing to submit to a background investigation, including criminal history and motor vehicle check.

Must be willing and able to pass a post-offer drug screen and physical.

EEO Statement

Hillyard is an equal opportunity/affirmative action employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic

information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Disclaimer

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, travel and activities may change, or new ones may be assigned at any time with or without notice.