

Automated Materials Handling Specialist

DEPARTMENT:	Operations
GRADE:	49
CLASS CODE:	AMHSPEC
FLSA STATUS:	Non-Exempt
UNION STATUS:	Represented
REVISED DATE:	November 2021

Essential Duties and Responsibilities:

The Automated Materials Handling Specialist, under general supervision, performs work such as maintenance, repair and troubleshooting for the Automated Materials Handlers (AMH). This position is responsible for maintaining satisfactory system operations, as well as sorting, processing, receiving and distributing all materials, mail, and deliveries for the Service Center and satellite locations.

Reporting Relationships and Team Work:

This position is supervised by and reports to the Operations Director as part of a service oriented team.

Essential Duties and Responsibilities:

Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Performs routine maintenance on the AMH and system parts, to include lubrication, belt adjustments, lens cleaning and other peripherals.
2. Lead the sorting and loading of materials, including packing and scanning totes. Quickly and accurately unpack, sort and pack materials as needed.
3. Provide daily preventative maintenance, troubleshoot electrical components, repair as needed or communicate with manufacturer's helpline.
4. Develop and document standard operating procedures for system set-up. Train staff and provide technical assistance to library locations and personnel.
5. Process daily mail, deliveries, and Thrift Book materials for shipment.
6. Receive deliveries that require operation of the forklift to offload and put away

Core Skills and Qualities:

Employees are expected to demonstrate the following qualities at all times:

1. Establish and maintain effective working relationships with internal staff, outside organizations, and the general public.
2. Positively reflect TRL's mission, vision, and values to the staff and public.
3. Effective organizational and time management skills, including the ability to multitask, manage multiple projects at the same time and adapt to changing priorities to meet demands of the department.
4. Communicate effectively verbally and in writing.
5. Demonstrate quality customer service.
6. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent attendance.
7. Demonstrate a positive attitude and flexibility.
8. Work well with others, show respect, contribute to the team.

Required Knowledge, Skills, and Abilities:

Employees are expected to perform or possess the following:

1. Equipment repair tools, materials and supplies.
2. Safety practices common to the operation of automated equipment.
3. Effective communication methods to coordinate and communicate with library personnel regarding the AMH machine.
4. Ability to maintain statistical records and documentation relative to machine maintenance.
5. Ability to operate a walk-behind forklift.

Technology Requirements:

- Microsoft Office Suite
- Automated Materials Handler System

Education and Experience:

High School Diploma or equivalent and experience working in a high-volume production environment such as a warehouse, shipping/receiving, stockroom, or mailroom OR an equivalent combination of education and experience.

Licenses, Certifications, and Special Requirements:

- Must possess and maintain valid Washington State Driver's License.
- Must pass and maintain a criminal background check.

Physical and Environmental Conditions:

- Subject to standing, walking, bending, reaching, and occasional lifting of objects up to 50 pounds.
- Exposure to seasonal heat and cold, as well as loud noises produced in the operation of machinery and large equipment.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions with this job.

This and all TRL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Timberland Regional Library is also an Equal Opportunity Employer.