

est. 1947



When you need it now... or don't know how

## Company Job Description

### Position #19: DWC Assembler - Commercial

#### POSITION SUMMARY

**Department:** Warehouse Operations  
**Level:** Staff  
**FLSA Status:** Full-Time, Non-Exempt  
**Reports To:** Production Manager  
**Supervises:** No Direct Reports

#### PRIMARY DUTIES & RESPONSIBILITIES

##### Position Summary:

- The DWC Assembler will perform day-to-day operations within Duff Company's Water Treatment Department. These duties will include, but are not limited to, order assembly, order picking, order checking, physical inventory counting, material put away, material picking, preparing orders for shipment via UPS or other common carries, and filling in for the receiving and shipping departments as needed.

##### Results:

- Accurate (100%) customer satisfaction through timely assembly and packing of customer orders in a well-organized, cleanly, maintained warehouse while expediting pick-up as soon as paperwork is complete to ensure orders are available by customer specified date.

##### Procedures:

- Stay true to Duff Company's mission while accomplishing desired results when performing all assigned tasks.
- Participation, as needed, in Duff Company's Cycle Count Inventory Process.
- Consistent adherence to all Duff Company Policies, Procedures, and Safety Practices as documented or requested by supervisor.
- Contribute to Duff Company's exceptional culture thru team effort, customer focus, and driven results as you accomplish all DWC Assembler required tasks.
- Participation in appropriate departmental and committee meetings.
- Attendance, as required, at all Duff Company Meetings.

##### Essential Duties and Responsibilities: (include but are not limited to)

- Assist in the fulfillment of Water Treatment customer orders ensuring 100% item accuracy.
- Assist in the production of Water Treatment kit and assembly builds ensuring 100% accuracy to customer specification.

- Perform inventory counts and investigate inventory discrepancies.
- Perform a variety of general warehouse duties such as: pulling material, putting incoming stock away, checking accuracy of bin locations and labels, shipping, packing and receiving.
- Maintain proper inventory levels by informing the Production Supervisor of any low inventory levels in the water treatment department.
- Assist in the loading and unloading of Duff Company vehicles.
- Report all defective material to the Production Supervisor immediately.
- Maintain a clean and orderly warehouse free from any obstructions in the aisle.
- Responsible for assisting the department with special projects and other duties as assigned.
- Keep supervisor informed and any discrepancies or problems.

## EMPLOYMENT STANDARDS

### **Required Education:**

High school diploma and equivalent work experience.

### **Required Experience:**

None.

### **Required Skills:**

Supervisory Responsibilities: N/A

Language Skills: Basic. Communicate effectively internally and externally verbally.

Mathematical Skills: Basic arithmetic.

Computer Skills: Basic.

Reasoning Ability: Basic.

Physical Demands: Advanced. Extended amounts of time standing and walking through the warehouse to find product availability. Lifting product up to 50 lbs. Pulling and pushing of skids on pallet jack.

Work Environment: Warehouse.

### **Special Requirements:**

N/A