Job Description – Cylinder Handler I

Form

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JOB TITLE: Cylinder Handler I

EMPLOYER: Concorde Specialty Gases Inc.

DEPARTMENT: Warehouse

REPORTS TO: Warehouse Manager

SUMMARY: This position is primarily responsible for assisting with a wide range of warehouse tasks. This includes incoming as well as outgoing job functions pertaining to cylinder movement and prepping cylinders to be filled or shipped, and evacuating cylinders.

DUTIES AND RESPONSIBILITIES:

- Paints, blasts, vacuums, and prepares cylinders to be filled and shipped to customers.
- Receives in/weighs in products.
- Drives forklift (certification will be provided by Concorde Specialty Gases), moves cylinder pallets.
- Continually improves safety awareness skills pertaining to the gas cylinder industry.
- Performs other related duties as assigned by management.
- Attends training to develop relevant knowledge and skills.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- High School diploma or general education degree (GED), or one to three months related experience and/or training, or equivalent combination of education and experience.
- Computer skills required: basic email and electronic communication. Ability to learn “production software” inputs and outputs.
- Other skills required: Forklift Certification (will be provided by Concorde Specialty Gases if necessary).
- Employees must have basic English proficiency when performing their work, or working as a team, in the warehouse and any other areas that contain gas, chemicals, and equipment. Employees must have basic English proficiency in reading comprehension to ensure full understanding of all safety policies, procedures, and certifications for performing work in the warehouse and other areas that contain gas, chemicals, and equipment.

COMPETENCIES:

- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Occasionally required to climb, balance, bend, stoop, kneel or crawl.
- Occasionally required to sit, talk, or hear.
- Continually work near moving mechanical parts.
- Frequently work around fumes, airborne particles, or toxic chemicals.
- Occasionally exposed to outside weather conditions.
- While performing the duties of this job, the noise level in the work environment is usually moderate.
- The employee must be able to frequently push, pivot, and move cylinders up to 235 pounds.
- Specialized equipment, machines, or vehicles used: Fork truck.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

We are a drug-free workplace and are committed to providing a safe, healthy, and productive work environment for our employees. Employment with our company is contingent upon a successful completion of a pre-employment drug screen and background check.