

JOB DESCRIPTION

Package Handler (Including PH Trainer and PH – Air)

REPORTS TO:	Operations Manager, Sort Manager, Assistant Manager or Senior Manager	DATE CREATED:	March 20, 2014
DEPARTMENT:	Field Operations	FLSA STATUS:	Nonexempt

SUMMARY

Responsible for the physical loading, unloading and/or sorting of packages by hand, including lifting, pushing, pulling, carrying and placing, in a safe and efficient manner. Package Handlers (PHs) may be assigned to or rotate through various areas and positions such as Loader, Unloader, Scan Weigh and Key (SWAK), Quality Assurance (QA), Facer, Switcher, etc.

In addition to the above general responsibilities and the other duties as assigned by management, the following PH assignments require specialized training and/or responsibilities:

- **Package Handler Trainer:** Trains other PHs on loading, unloading and scanning techniques in order to ensure efficient and safe movement of packages through the operation.
- **Package Handler – Air:** Responsible for a multi-step package inspection process to ensure packages that are “Air Restricted” are not loaded into an air container.

ESSENTIAL FUNCTIONS

- Utilizes “hand-to-surface” methods for all package handling.
- Loads and unloads packages onto or from delivery vehicles, trailers, conveyor system carts and load gratings.
- Lifts, carries, pushes and pulls packages on a continuous and repetitive basis for approximate shifts of two to four hours.
- Determines the appropriate conveyor system by scanning packages, reading labels and charts, verifying numbers and memorizing information and sorts packages accordingly.

In addition to the above essential functions, the following PH assignments have additional essential functions as follows:

Additional Package Handler Trainer essential functions:

- Trains new PHs in effective unloading, loading, carrying, smalls handling, SWAK, and incompatible package handling techniques.
- Provides training to other PHs who are in need of additional instruction on unloading, carrying, loading, smalls handling, SWAK, or incompatible package handling techniques, as determined by management.
- Provides feedback on proper package handling techniques, as needed.
- Reinforces among peer PHs all dock safety standards.
- Understands and demonstrates by example all necessary processes and procedures.
- Updates managers on conditions during the sort so operation efficiency decisions can be made.
- Assists in the implementation of new package handling procedures and techniques.
- Regularly loads/unloads, lifts, carries, pushes and pulls packages while training other PHs.

Additional Package Handler – Air essential functions:

- Scans each package in the airlift consolidation area; inspects for Hazardous Materials or ORM-D designation.

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- Loads packages into unit load device as appropriate.
- Completes "Notification of Restricted Packages Return to Shipper" in SCMS for air-restricted packages.
- Regularly loads/unloads, lifts, carries, pushes and pulls packages.

NONESSENTIAL FUNCTIONS

- Performs other duties as assigned

MINIMUM EDUCATION

- None

MINIMUM EXPERIENCE

- No experience required

The following specialized assignments have required/preferred PH experience with FedEx Ground:

- **PH Trainer:** Six (6) months of experience required as a PH with FedEx Ground.
- **PH - Air:** Six (6) months of experience as a PH with FedEx Ground preferred.

REQUIRED SKILLS, ABILITIES AND/OR LICENSURE

- Ability to understand and follow instruction regarding work duties and safety methods.
- Ability to discern numbers and information in order to sort packages correctly.
- Ability to use basic tools and equipment such as skate wheel rollers, dock carts, hand-held scanners, chutes and unloading devices.
- Strong communication and interpersonal skills; ability to work well in a fast-paced team environment.
- PHs operating switching equipment must have a valid driver's license and maintain a Department of Transportation (DOT) file.
- **PH Trainer:** Ability to train multiple peer PHs simultaneously.
- **PH - Air:** Must satisfactorily complete and maintain FedEx Ground's Airlift Consolidation Gateway Training as well as government-regulated and required Indirect Air Carrier (IAC) training. Yearly training recertification is required.

WORKING CONDITIONS AND DEMANDS

EQUIPMENT							
Percentage of Time Spent Per Average Day	N/A	Essential Function (Yes or No)	<25%	25%-50%	50%-75%	75%-100%	
Telephone		No	X				
Copier		No	X				
Computer		No	X				
Fax Machine		No	X				
Hand Tools (e.g., hammer, shovel, screwdriver)		No	X				
Power Tools (e.g., drill, electric saw)		No	X				
Vehicles (e.g., motorized cart, switcher, forklift)		No			X		

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EXPOSURE						
Percentage of Time Spent Per Average Day	N/A	Essential Function (Yes or No)	<25%	25%-50%	50%-75%	75%-100%
Indoor		Yes				X
Outdoor		No	X			
Hot Temperatures		Yes		X		
Cold Temperatures		Yes		X		
Loud Noise		Yes				X
Fumes		Yes	X			
Video Display Terminal (VDT) Screen		Yes			X	

PHYSICAL DEMANDS						
Percentage of Time Spent Per Average Day	N/A	Essential Function (Yes or No)	<25%	25%-50%	50%-75%	75%-100%
Standing		Yes				X
Sitting		No	X			
Walking		Yes				X
Bending		Yes				X
Stooping/Squatting		Yes			X	
Reaching		Yes				X
Lifting 5-10 lbs.		Yes				X
Lifting 10-20 lbs.		Yes			X	
Lifting 20-30 lbs.		Yes			X	
Lifting 30-50 lbs.		Yes			X	
Lifting >50 lbs.		No		X		
Carrying 5-10 lbs.		Yes				X
Carrying 10-20 lbs.		Yes			X	
Carrying 20-30 lbs.		Yes			X	
Carrying 30-50 lbs.		Yes			X	
Carrying >50 lbs.		No		X		
Pushing 5-10 lbs.		No	X			
Pushing 10-20 lbs.		No	X			
Pushing 20-30 lbs.		No	X			
Pushing 30-50 lbs.		No	X			
Pushing >50 lbs.		No	X			
Pulling 5-10 lbs.		No	X			
Pulling 10-20 lbs.		No	X			

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PHYSICAL DEMANDS							
Percentage of Time Spent Per Average Day	N/A	Essential Function (Yes or No)	<25%	25%-50%	50%-75%	75%-100%	
Pulling 20-30 lbs.		No	X				
Pulling 30-50 lbs.		No	X				
Pulling >50 lbs.		No	X				
Travel (incl. driving for business purposes)	X	No					

MENTAL DEMANDS							
Percentage of Time Spent Per Average Day	N/A	Essential Function (Yes or No)	<25%	25%-50%	50%-75%	75%-100%	
Problem Solving		Yes			X		
Making Decisions		Yes		X			
Supervising	X	No					
Interpreting Data		No	X				
Organizing		Yes			X		
Writing		No	X				
Planning		No	X				

APPROVALS

Manager	Dave McIntyre, Managing Director – Hub Outbound Operations Engineering Chuck White, Managing Director – Field Pickup & Delivery Engineering Steve Legg, Managing Director – Administrative Process Engineering
Compensation	Michael Zuckett, Sr Compensation Analyst
Date	March 20, 2014

<u>JOB CODE(S)</u>	<u>JOB CODE TITLE(S)</u>
P69604	Package Handler – FT
P69602	Package Handler – PT
Q69602	Package Handler – PT
P66515	PH Trainer – FT
P66511	PH Trainer – PT
P69626	Package Handler – Air FT
P69625	Package Handler – Air PT

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