



POSITION GUIDELINE

POSITION: Shipper/Receiver Class I

DEPARTMENT: Shipping/Receiving

REPORTS TO: Head Shipper/Receiver

DATE PREPARED: June 18, 2009

BRIEF DESCRIPTION OF RESPONSIBILITIES

- Responsible for working safely in accordance with JNE procedures and OH&S regulations. This includes wearing appropriate personal protective equipment, using appropriate equipment and rigging, and maintaining good housekeeping in job area.
- Responsible to act in accordance with ISO procedure WP-PR-012 – Material Handling.
- Fill in for Head Shipper/Receiver in their absence upon appointment.
- Be familiar with regulations and documentation pertaining to transportation of dangerous goods.
- Load and unload all incoming/outgoing freight. Ensure all loads are within the regulations and are secured properly.
- Provide a smooth flow of material to all shops.
- Ensure control and organization of JNE inventory, which includes maintaining material traceability.

Maintaining the inventory and yard organization also includes but is not limited to:

- maintain all dunnage in an orderly fashion
- inspect yard and dispose of all miscellaneous or discarded banding material and all other materials that might be a hazard or cause vehicle or personal damage.
- check and maintain proper levels for all slip (fuel) tanks.
- package and maintain field bolt inventory for shipping
- assist and perform inventory cycle counts as directed
- maintain pallets in an organized fashion including disposal or repair of pallets.
- control all material returns to inventory including cropping of materials.
- Empty all garbage containers including small pails into the disposal bins on a regular basis.
- Provide accurate shipping and receiving documentation, ensuring all finished products have proper identification.
- Complete daily and weekly equipment checks.
- Ensure or arrange for scheduled equipment servicing.
- Perform daily, weekly equipment checks on commercial licensed units. Perform routine maintenance as required or arrange for such maintenance as per Maintenance forms.
- Maintain a daily log report according to Transport Canada regulations. Refer to Log Book Tips.
- Report to Head Shipper/Receiver: Current drivers abstract *within 30 days of hire*.
 - Any driver license suspensions
 - Vehicle inspection reports *within 14 days*, report any defects immediately
 - A copy of all violations, on-road inspections and warnings within 14 days.
- Abide by hours of service regulations and only transport authorized passengers.
- Submit an accident report *FM-PR-0055* for every accident involving property damage or personnel injury.
- Perform cleaning of stainless steel fabrications utilizing pickling solutions, cleaning solutions and neutralizing solutions. Perform painting and painting prep as required.

We will provide the resources and the framework for our employees to do whatever it takes to get the job done. Each employee is expected to act within the scope of this guideline but also be flexible in the performance of his or her duties in the JNE environment.



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DESIRED QUALIFICATIONS

- Good organizational and time management skills
- Strong interpersonal and communication skills (both written and verbal)
- Ability to operate heavy equipment
- 1A license
- Knowledge of trucking rules and regulations
- Grade 12

EMPLOYEE ACKNOWLEDGEMENT:

DATE:

APPROVED BY:

DATE: