



SURVEY JOBS INDEX

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Job Code

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ORGANIZATIONAL RELATIONSHIPS

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xx240

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xx230

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xx220

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xx210

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xx200

Professional

Team Lead
xx140

Specialist
xx130

Career
xx120

Entry
xx110

**Administration &
Support**

Team Lead
xx040

Specialist
xx030

Career
xx020

Entry
xx010



SURVEY JOB LEVELING FACTORS

Please use the following Job Leveling Factors to determine the proper leveling of a job family matched to the survey. These are general guidelines and not meant to be specific to every situation. The employee should perform at least 80% of the content of the job to be reported as a match to it.

BLENDING JOBS - DO NOT DOUBLE MATCH. If your employee performs a combination of duties from two or more survey job levels or groups, pick the one survey job or group where at least 80% of the survey job content fits the employee. **DO NOT** match the same employee to more than one survey job level or group. If no survey job represents at least 80% of the duties of the employee, **DO NOT REPORT** that employee. **"If in doubt, leave it out"**.

- **Administration and Support Functions Structure** – Roles typically are those which perform routine or repetitive tasks which do not require higher education, but may require skills acquired through time, hands-on experience, technical or trade schooling.
 - Entry Level – (Job Code XX010)
 - **Skill Level:** Formal/Informal Training Program.
 - **Assignments:** Routine or repetitive tasks with specific instructions and set procedures.
 - **Experience:** No experience required, with the typical incumbent possessing up to three years of related experience.
 - **Education:** None required.
 - **Supervision:** Close supervision.
 - **Population Distribution:** 0% to 20%.
 - Career Level – (Job Code XX020) **MATCH TO THIS LEVEL IF YOUR COMPANY HAS ONLY ONE LEVEL IN THE JOB FAMILY**
 - **Skill Level:** Fully trained and qualified.
 - **Assignments:** Routine tasks to tasks of moderate complexity requiring some discretion and use of judgment and initiative.
 - **Experience:** Requires one to three years of directly related experience, with the typical incumbent possessing four or more years of experience.
 - **Education:** None required in non-technical positions. May require some higher education or specialized training or certification in technical positions.
 - **Supervision:** Limited with spot checks.
 - **Population Distribution:** 40% to 80%, *bulk of job family population.*
 - Specialist Level – (Job Code XX030)
 - **Skill Level:** Specialized Knowledge of systems or tools.
 - **Assignments:** Advanced and complicated tasks requiring considerable judgment, independent analysis and detailed knowledge of the position and procedures.
 - **Experience:** Requires four to six years of directly related experience, with the typical incumbent possessing six or more years of experience. Recognized as an internal resource.
 - **Education:** May require some higher education or specialized training or certification in non-technical positions. Typically requires higher education or specialized training or certification in technical positions.
 - **Supervision:** General, and may provide working leadership or guidance to lower-level employees.
 - **Population Distribution:** 10% to 30%.
 - Team Leader Level – (Job Code XX040)
 - **Skill Level:** Specialized Knowledge of systems or tools.
 - **Assignments:** Advanced and complicated tasks requiring considerable judgment, independent analysis and decision making and detailed knowledge of the position and procedures. As Team Leader provides day-to-day tactical direction and guidance to lower level employees. Responsible for daily workloads.
 - **Experience:** Requires seven to ten years of directly related experience, with the typical incumbent possessing ten years or more of experience. Recognized internally as a specialist resource or subject matter expert.
 - **Education:** May require some higher education or specialized training or certification in non-technical positions. Typically requires higher education or specialized training or certification in technical positions.
 - **Supervision:** General, provides working leadership or guidance to lower-level employees.
 - **Population Distribution:** Small and exclusive population.



SURVEY JOB LEVELING FACTORS (continued)

- **Professional Structure** – The roles which are found in this structure are those which are highly skilled professionals of a technical, professional-administrative or sales-nature. Typically require a college degree or equivalent.
 - Entry Level – (Job Code XX110)
 - **Skill Level:** Formal/Informal Training Program.
 - **Assignments:** Entry-level professional activities. Routine or repetitive tasks with specific instructions and set procedures.
 - **Experience:** No experience required, with the typical incumbent possessing one to three years of related experience.
 - **Education:** Bachelor degree.
 - **Supervision:** Close supervision.
 - **Population Distribution:** 0% to 20%.
 - Career – (Job Code XX120) **MATCH TO THIS LEVEL IF YOUR COMPANY HAS ONLY ONE LEVEL IN THE JOB FAMILY**
 - **Skill Level:** Fully Trained and qualified.
 - **Assignments:** Routine tasks to tasks of moderate complexity requiring discretion and the use of judgment and initiative.
 - **Experience:** Requires one to three years of directly related experience, with the typical incumbent possessing four or more years of experience.
 - **Education:** Typically requires Bachelor degree.
 - **Supervision:** Limited.
 - **Population Distribution:** 40% to 80%, *bulk of job family population*
 - Specialist Level – (Job Code XX130)
 - **Skill Level:** Recognized internally as a specialist/resource/subject matter expert.
 - **Assignments:** Complex and specialized tasks. Participates in the analysis, design and development of policies, plans, programs, objectives, or technical systems.
 - **Experience:** Additional specialized knowledge in breadth and/or depth. Requires four to six years of directly related experience, with the typical incumbent possessing over six years of experience. Not an automatic progression to this level.
 - **Education:** Bachelor Degree. Master degree and/or certification may be required.
 - **Supervision:** Minimal, and typically provides working leadership or guidance to lower-level employees.
 - **Population Distribution:** 10% to 30%.
 - Team Leader Level – (Job Code XX140)
 - **Skill Level:** Recognized internally and externally as a cross-discipline consultant.
 - **Assignments:** Advanced and complicated tasks requiring considerable judgment, independent analysis and decision making and detailed knowledge of the position and procedures. As Team Leader provides day-to-day tactical direction and guidance to lower level employees. Responsible for daily workloads.
 - **Experience:** Requires seven to ten years of directly related experience, with the typical incumbent possessing ten years or more of experience. Recognized internally and externally as a specialist resource or subject matter expert.
 - **Education:** Bachelor degree. Master degree and/or certification may be required.
 - **Supervision:** Highly independent and self-directed.
 - **Population Distribution:** Very small and exclusive population.



SURVEY JOB LEVELING FACTORS (continued)

- **Management Structure** – the Management Structure relates to those roles which are dedicated towards the supervision and management of other employees.
 - Supervisor – (Job Code XX200)
 - **Assignments:** Tactical in nature. Directly supervises daily work of individual contributors – Low-level Professional and/or Production, Administration, Support, and Technical Support employees. May continue to perform as an individual contributor. Responsible for human resource actions such as hiring, firing, and discipline. Writes performance reviews and makes salary decisions. NOT responsible for budgetary development and strategic vision for the area managed. Implements policy, but may not have a role in developing policy.
 - **Experience:** Requires three or more years of directly related experience as an individual contributor with the typical incumbent possessing six to eight years of experience.
 - **Education:** Typically requires the same level of education as the employees being supervised.
 - **Possible Titles:** Supervisor
 - **Supervision:** Typically reports to Manager 1.
 - Manager 1 – (Job Code XX210)
 - **Assignments:** Tactical in nature. Directly supervises daily work of individual contributors - Professional, Administration, Support and/or Technical Support or manages through supervisor(s). Responsible for human resource actions such as hiring, firing, and discipline. Writes performance reviews and makes salary decisions. Responsible for budgetary development and monitoring for the area managed. Have a role based on influencing, interpreting, and implementing policy and practice within their organization. Responsible for developing the budget and managing within that budget.
 - **Experience:** Requires five or more years of previous related experience as an individual contributor and/or supervisor, with the typical incumbent possessing ten or more years of experience.
 - **Education:** Bachelor degree preferred.
 - **Possible Titles:** Assistant Manager, Department Manager
 - **Supervision:** Typically reports to Manager 2.
 - Manager 2 – (Job Code XX220)
 - **Assignments:** Strategic in nature, and may be the functional leader. This level of management takes a leading, deciding, driving and integrating approach to managing the organization. Typically supervises more than one first level manager in more than one functional area. Plans programs to achieve high-level business objectives established by top-level management. Achieves expense objectives within assigned area. Assists in the recruiting, training and development of employees.
 - **Experience:** Requires eight to ten years of previous related experience as a first level manager and individual contributor, with the typical incumbent possessing fifteen to twenty years of experience.
 - **Education:** Bachelor degree. May require Master degree.
 - **Possible Titles:** Assistant DC Manager, Operations Manager
 - **Supervision:** Typically reports directly to a third level manager or top DC manager.
 - Manager 3 – (Job Code XX230)
 - **Assignments:** Strategic in nature, and is typically the functional leader. This level of management takes a leading, deciding, driving and integrating approach to managing the organization. Directly manages one or more second level managers in multiple functional areas. Responsible for programs to achieve high-level business objectives established by top-level management. Achieves expense objectives within assigned area. Assists in the recruiting, training and development of employees.
 - **Experience:** Requires fifteen or more years of previous related experience as a lower level manager and individual contributor, with the typical incumbent possessing more than twenty years of experience.
 - **Education:** Master degree preferred.
 - **Possible Titles:** DC Manager (Manager of one Distribution Center)
 - **Supervision:** This position may be at the director level within the company. Typically reports into a Regional DC Manager.
 - Manager 4 – (Job Code XX240)
 - **Assignments:** Strategic in nature, and is typically the functional leader. *Establishes both short and long term strategic plans for the business. Has primary responsibility for leading and developing a regional area.* Directly manages more than one Distribution Center Manager. Responsible for programs to achieve high-level business objectives established by top-level management. Achieves expense objectives within assigned area. Assists in the recruiting, training and development of employees.
 - **Experience:** Requires fifteen or more years of previous related experience as a lower level manager and individual contributor, with the typical incumbent possessing more than twenty years of experience.
 - **Education:** Master degree preferred.
 - **Possible Titles:** Regional DC Manager (Responsible for more than one Distribution Center). May have Director or Vice President Title.
 - **Supervision:** This position may be at the executive or director level within the company.



JOB DESCRIPTIONS

Survey Job Family: Customer Service

Functional Description: CUSTOMER SERVICE REPRESENTATIVE

Responds to a variety of customer inquiries and problems via telephone or internet. Issues may be regarding status of orders, product selection, placement of orders, complaints, returns, shortages, adjustments to invoice, expediting of order, and requests for literature. Coordinates activities with internal departments, vendors, and common carriers. Analyzes each situation as needed and takes appropriate action to meet customer needs. Completes actions with necessary follow-up. Updates and maintains customer files using internal recordkeeping systems.

Survey Job Code

10010
10020
10030

Survey Job Title

Customer Service Representative 1
Customer Service Representative 2
Customer Service Representative 3

Functional Description: CUSTOMER SERVICE MANAGEMENT

Lead, Supervisor, or first level Manager for Customer Service Reps. Management responsibilities as stated in the Job Leveling Factors.

Survey Job Code

10040
10200
10210

Survey Job Title

Customer Service Team Lead
Customer Service Supervisor
Customer Service Manager

Survey Job Family: Engineering

Functional Description: INDUSTRIAL ENGINEER

Responsible for planning, organizing and conducting independent technical projects for distribution center operations. Performs duties involving design, analysis and evaluations requiring engineering concepts, practices and procedures to develop or improve distribution center automated process systems. Plans and oversees layout of equipment, office, and production facilities. Conducts studies in operations to maximize work flow and spatial utilization. Ensures facility efficiency and workplace safety. Meets established standards and ensures control of such factors as cost, schedule, risk, quality, safety and equipment utilization. Compiles and evaluates test, prepares technical analysis, recommends production methods and processes required to meet design objectives on new or improved products and/or processes. Conducts analyses of method and time standards. Coordinates with other departments to ensure all needs are met.

Survey Job Code

20110
20120
20130

Survey Job Title

Industrial Engineer 1
Industrial Engineer 2
Industrial Engineer 3

Functional Description: INDUSTRIAL ENGINEERING MANAGEMENT

Supervisor or first level Manager for Industrial Engineers. Management responsibilities as stated in the Job Leveling Factors.

Survey Job Code

20200
20210

Survey Job Title

Engineering Supervisor
Engineering Manager



JOB DESCRIPTIONS (continued)

Survey Job Family:	Equipment Operations
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Functional Description: **FORK LIFT OPERATOR**

Operates a manually controlled gasoline or electric powered fork lift to pick-up, deliver or move merchandise and materials around a warehouse/distribution center location. Able to operate lifting devices such as lift, boom, scoop, lift beam and swivel hook, fork grapple, clamps, elevating platform, or trailer hitch. Operates machinery to push, pull, lift, stack, tier, or move products, equipment, or materials. Performs the following: loads, unloads and stacks materials onto lifting device, weighs material or products and records on production schedules. Performs routine maintenance on vehicles and equipment. May be required to drive and operate other commercial vehicles or power equipment used at the distribution center.

Survey Job Code

30010
30020
30030

Survey Job Title

Fork Lift Operator 1
Fork Lift Operator 2
Fork Lift Operator 3

Functional Description: **TRUCK DRIVER (LIGHT)**

Operates commercial trucks to pick-up and deliver merchandise and goods and/or forklifts equipped to move materials around a warehouse, storage center, store site, or similar locations. Drives truck with capacity **under 3 tons** to transport materials to and from specified destinations by performing the following duties: verifies load against shipping papers, drives truck to destination, prepares receipts for load picked up, collects payment for goods delivered, maintains truck log according to state and federal regulations, maintains radio contact with supervisor, loads and unloads truck, inspects and maintains truck equipment and supplies such as tires, lights, brakes, gas, oil and water.

Survey Job Code

31010
31020
31030

Survey Job Title

Truck Driver (Light) 1
Truck Driver (Light) 2
Truck Driver (Light) 3

Functional Description: **TRUCK DRIVER (HEAVY)**

Operates commercial trucks to pick-up and deliver merchandise and goods and/or forklifts equipped to move materials around a warehouse, storage center, store site, or similar locations. Drives, loads and unloads truck with capacity of **more than 3 tons**, to transport materials to and from specified destinations, by performing the following duties: drives truck to destination, prepares receipt for load picked up, collects payment for goods delivered and for delivery charges, maintains truck log according to state and federal regulations, maintains contact with supervisor to receive instruction, inspects truck equipment and supplies, performs emergency roadside repairs, positions blocks and ties rope around items to secure cargo during transit.

Survey Job Code

32010
32020
32030

Survey Job Title

Truck Driver (Heavy) 1
Truck Driver (Heavy) 2
Truck Driver (Heavy) 3

Functional Description: **VEHICLE MECHANIC**

Performs maintenance support on vehicles including, but not limited to forklifts, light duty trucks, heavy duty diesel trucks and other facility vehicles. Inspects equipment requiring major repairs or overhaul and determines the nature and extent of the work to be done. Conducts preventative maintenance inspections and performs required preventative maintenance actions such as lubrication, cleaning, filter change and the like. Troubleshoots problems reported by operators and drivers. Utilizes standard hand and portable power tools.

Survey Job Code

33010
33020
33030

Survey Job Title

Vehicle Mechanic 1
Vehicle Mechanic 2
Vehicle Mechanic 3



Survey Job Family: Equipment Operations (continued)

Functional Description: **YARD SWITCHER**

Maintains safe and efficient dock operation by switching trailers and equipment to and from docks. Organizes all inbound and outbound trailers in the yard to maintain organization and proper flow of equipment. Maintains equipment fuel levels and refuels equipment as needed. Inspects truck equipment and supplies such as tires, lights, brakes, fuel, oil, and water. Performs daily yard checks. Properly secures loads, ensuring loads are within local, state and federal guidelines. May load and unload trucks, verifying the count and condition of product. Reports overages, shortages, and damages. Prepares and maintains accurate records and/or logs as required policies and procedures.

Survey Job Code

34010
34020
34030

Survey Job Title

Yard Switcher (without Commercial Drivers License) 1
Yard Switcher (without Commercial Drivers License) 2
Yard Switcher (without Commercial Drivers License) 3

35010
35020
35030

Yard Switcher (with Commercial Drivers License) 1
Yard Switcher (with Commercial Drivers License) 2
Yard Switcher (with Commercial Drivers License) 3

Functional Description: **FLEET MANAGEMENT**

Lead, Supervisor, or first level Manager for one or more job groups within the Equipment Operations functional job family. Management responsibilities as stated in the Job Leveling Factors.

Survey Job Code

36040
36200
36210

Survey Job Title

Fleet Team Lead
Fleet Supervisor
Fleet Manager 1



JOB DESCRIPTIONS (continued)

Survey Job Family:	General Management
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Functional Description: Department Manager (multi-functions)

Responsible for direct **management of more than one functional area** either directly or indirectly through supervisors. Management responsibilities as stated in the Job Leveling Factors.

Survey Job Code
40210

Survey Job Title
Department Manager (multi-functions)

Functional Description: Assistant Manager – Distribution Center

Second in command to overall Distribution Center Manager for one facility. Management responsibilities as stated in the Job Leveling Factors.

Survey Job Code
40220

Survey Job Title
Assistant Manager – Distribution Center

Functional Description: Distribution Center Manager – Top Manager at one DC

Top level manager over all functions within one distribution center. Management responsibilities as stated in the Job Leveling Factors.

Survey Job Code
40230

Survey Job Title
Distribution Center Manager

Functional Description: Regional Distribution Center Manager

Responsible for all functions for all distribution centers within a specific geographic area. Management responsibilities as stated in the Job Leveling Factors.

Survey Job Code
40240

Survey Job Title
Regional Distribution Center Manager



JOB DESCRIPTIONS (continued)

Survey Job Family: Inventory Control

Functional Description: Inventory Control Specialist

Maintains supply and inventory levels for products and materials housed at distribution centers.. Answers inquiries regarding order status, availability, required dates and order status. Provides customer information and assures that support requirements and schedules are met. Researches inventory discrepancies and makes decisions within established guidelines to correct. May make recommendations to improve inventory accuracy and maintains related records and reports.

Survey Job Code
50010
50020
50030

Survey Job Title
Inventory Control Specialist 1
Inventory Control Specialist 2
Inventory Control Specialist 3

Functional Description: Inventory Control Management

Supervisor or first level Manager of Inventory Control Specialists. Management responsibilities as stated in the Job Leveling Factors.

Survey Job Code
50200
50210

Survey Job Title
Inventory Control Supervisor
Inventory Control Manager 1

Survey Job Family: IT/Computer Systems

Functional Description: Computer Technician

Responsible for screening, referring and diagnosing internal inquiries as they relate to maintenance of personal computers and related systems. Performs troubleshooting and diagnostic routines to identify problems relating to hardware , software application and network communications. Makes fixes that are general in nature and escalates issue when necessary.

Survey Job Code
60010
60020
60030

Survey Job Title
Computer Technician 1
Computer Technician 2
Computer Technician 3

Functional Description: Systems Analyst

Performs analysis and systems design for applications specific to a distribution center environment. Identifies key areas within the distribution center for systems enhancement. Analyzes procedures and systems to refine their formulation and convert to programmable formats. Gathers information from user for analysis of problem areas. Participates in or may plan and conduct preliminary studies of potential data processing applications and prepares design proposals to reflect cost, time and alternative actions to satisfy existing and future needs. Develops detailed system specifications for conversion to programming language by staff programmers. Recommends conversion and system implementation plans including user training and orientation.

Survey Job Code
60110
60120
60130

Survey Job Title
Systems Analyst 1
Systems Analyst 2
Systems Analyst 3

Functional Description: IT/Computer Systems Management

Supervisor or first level Manager for one or more job groups within the IT/Computer Systems functional job family. Management responsibilities as stated in the Job Leveling Factors.

Survey Job Code
60200
60210

Survey Job Title
IT Supervisor
IT Manager 1



JOB DESCRIPTIONS (continued)

Survey Job Family:	Logistics
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Functional Description: Dispatcher

Coordinates all delivery activity to and from a distribution center to ensure a timely process and flow of materials. Schedules the movement of all inbound and outbound goods with shipping, receiving, security and other departments as necessary. May trace lost or delayed deliveries. Tracks shortages and determines reasons for delays; provides information to various departments regarding materials status. Coordinates planned receipts of materials through appropriate channels to ensure and expedite delivery. Determines the number of drivers needed to meet delivery schedules and assigns carriers as needed. Directs the activities of commercial drivers and may have responsibility for the maintenance of company vehicles.

Survey Job Code
70010
70020
70030

Survey Job Title
Dispatcher 1
Dispatcher 2
Dispatcher 3

Functional Descriptions: Logistics Analyst

Analyzes and coordinates the logistical functions of the distribution center including the entire life cycle of a product from arrival to the Distribution Center through delivery to final destination. Performs special research, studies, and analysis to determine the most effective and efficient flow of materials through the distribution center. Assists supervisors in special projects, as required. Assists in the development of the standard operating procedures and furnishes ongoing standard operating procedure support.

Survey Job Code
70110
70120
70130

Survey Job Title
Logistics Analyst 1
Logistics Analyst 2
Logistics Analyst 3

Functional Descriptions: Logistics Management

First level manager for one or more job groups within the Logistics functional job family. Management responsibilities as stated in the Job Leveling Factors.

Survey Job Code
70210

Survey Job Title
Logistics Manager 1



JOB DESCRIPTIONS (continued)

Survey Job Family: Maintenance - Facilities

Functional Description: Maintenance Worker

Supports all aspects of building services and facilities maintenance by performing various maintenance tasks. Maintenance may involve welding, fabrication, painting, plumbing, carpentry, data and voice line installation, office setup/takedown. Also performs preventive maintenance in warehouse such as roofing, siding and concrete repairs. Operate power and hand tools as needed. May perform seasonal work such as removing snow. Assists with conference room sets ups and office moves.

Survey Job Code

80010
80020
80030

Survey Job Title

Maintenance Worker 1
Maintenance Worker 2
Maintenance Worker 3

Functional Description: Maintenance-Facilities Management

Lead, Supervisor, or first level Manager for Maintenance Workers. Management responsibilities as stated in the Job Leveling Factors.

Survey Job Code

80040
80200
80210

Survey Job Title

Maintenance-Facilities Team Lead
Maintenance-Facilities Supervisor
Maintenance-Facilities Manager 1

Survey Job Family: Maintenance – Mechanical (Equipment/Machinery/Electrical Repair)

Functional Description: Maintenance Mechanic

Responsible for the repair, maintenance, installation and enhancement of machinery and mechanical equipment within the Distribution Center. Trouble shoots to diagnose source of failure. Performs alignments, adjustments and tests associated with the installation, relocation and/or refurbishment of machinery and equipment. May work from mechanical drawings and schematics in accordance with standard practices. May read and interpret hydraulic, pneumatic, and electrical schematics and drawings. May also be responsible to install, maintain and repair facility electrical equipment and systems. Installs electrical equipment and fixtures including circuit breakers, controllers, switches, motors, meters, conduit, relays, transmission systems and the like. Reads and interprets blueprints, construction drawings, wiring diagrams, schematics and follows verbal instructions to plan and layout conduit, install transmission equipment and ensure proper operation of installed electrical equipment and systems. Implements preventative maintenance programs. Records and analyzes preventative maintenance and unscheduled maintenance logs. Recommends and may implement improvements to enhance performance and availability of machinery/equipment. May include parts fabrication as necessary. Participates in review of proposed machinery/equipment purchases.

Survey Job Code

90010
90020
90030

Survey Job Title

Maintenance Mechanic 1
Maintenance Mechanic 2
Maintenance Mechanic 3

Functional Description: Maintenance-Mechanical Management

Lead, Supervisor, or first level Manager for Maintenance Mechanics. Management responsibilities as stated in the Job Leveling Factors.

Survey Job Code

90040
90200
90210

Survey Job Title

Maintenance-Mechanic Team Lead
Maintenance-Mechanic Supervisor
Maintenance-Mechanic Manager 1



JOB DESCRIPTIONS (continued)

Survey Job Family:	Materials Management
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Functional Description: General Warehouse Worker

Responsible for the expedient and accurate handling of merchandise into and/or out of the Distribution Center. Job responsibilities may include any of the following: moves merchandise by hand, hand truck, or forklift equipment to maintain continuous flow of merchandise, unloads and stocks incoming merchandise, picks outgoing merchandise and loads outbound trailers. Checks, verifies and audits merchandise and enters data into a database to ensure that correct merchandise has been received and that merchandise is as expected and not damaged or defective. Identifies, separates, labels, and palletizes merchandise. May operate a forklift to move and put away merchandise.

Note: The General Warehouse Worker is a generic position that includes any combination of material handling type jobs such as loader, picker/packer, shipper, and receiver. It should be used when these functions are not decentralized into specific jobs, but incumbents are expected to do any variety or combination of those jobs. All areas of the DC are supported as needed.

Survey Job Code	Survey Job Title
100010	General Warehouse Worker 1
100020	General Warehouse Worker 2
100030	General Warehouse Worker 3

Functional Description: Loader

Loads and unloads cartons/boxes of merchandise, materials, and product onto or off of trailers/trucks which involve the ability to lift cartons overhead. May determine where cartons need to be sorted and placed. Stacks cartons/boxes onto pallets. Maintains and verifies documentation to facilitate the flow of merchandise onto trailers/trucks. Spends majority of working hours lifting on a continuous basis. May operate power equipment to move merchandise.

Survey Job Code	Survey Job Title
101010	Loader 1
101020	Loader 2
101030	Loader 3

Functional Description: Picker/Packer

Performs one or more of the following activities: picking, packing, pulling, replenishing stock; preparing orders for shipment, order tracking, receiving stock, operating hand trucks. Unpacks, sorts and counts items. Examines and inspects containers, materials, and products in order to ensure that packing specifications are met. Removes completed or defective products or materials, placing them on moving equipment such as conveyors or in specified areas such as loading docks. Measures, weighs and counts products and materials. Affixes labels, tickets, or tags. May operate a computer system and/or manual tracking of information to facilitate flow of merchandise through the distribution center. May operate power equipment to move merchandise on an occasional basis.

Survey Job Code	Survey Job Title
102010	Picker/Packer 1
102020	Picker/Packer 2
102030	Picker/Packer 3

Functional Description: Quality Assurance Inspector

Inspects products for defects and verifies that they meet specifications. Completes random pallet audits on inbound, outbound shipments and finished products to ensure quality standards are maintained. Monitors packing line to ensure correct packing of finished product. Performs cycle counts in the warehouse in accordance with established procedures and conducts order audits to ensure order accuracy. Communicates quality issues and provides recommendations for improvement to management.

Survey Job Code	Survey Job Title
103010	Quality Assurance Inspector 1
103020	Quality Assurance Inspector 2
103030	Quality Assurance Inspector 3



Survey Job Family: Materials Management (continued)

Functional Description: Receiver

Receives and unloads incoming shipments, directs merchandise to the appropriate area. Checks against bills of lading and packing slips. Takes inventory of merchandise, checks quantity, and maintains records of goods received; rejects damaged, excess or misdirected goods. Identifies, separates, labels, and palletizes merchandise. May move materials/products by hand, hand truck, or forklift equipment to maintain continuous flow of merchandise. Routes materials to appropriate destinations.

Survey Job Code	Survey Job Title
104010	Receiver 1
104020	Receiver 2
104030	Receiver 3

Functional Description: Shipper

Performs manual and clerical duties related to the shipment of materials, supplies, equipment and finished products. Maintains necessary files and documentation. Checks goods against shipping documents and authorizations; packs goods for shipment according to specifications, equipment characteristics, transportation methods and routes; verifies identification and quality of product; prepares bills of lading; posting weight and shipping charges; stamps, stencils or attaches information and shipping instructions on containers; loads shipment onto carrier. Maintains inventory of cartons, tapes, crates, clamps, foam and other packing material.

Survey Job Code	Survey Job Title
105010	Shipper 1
105020	Shipper 2
105030	Shipper 3

Functional Description: Shipper/Receiver

Performs manual and clerical duties related to the shipment of materials, supplies, equipment and finished products. Maintains necessary files and documentation. Checks goods against shipping documents and authorizations; packs goods for shipment according to specifications, equipment characteristics, transportation methods and routes; verifies identification and quality of product; prepares bills of lading; posting weight and shipping charges; stamps, stencils or attaches information and shipping instructions on containers; loads shipment onto carrier. Maintains inventory of cartons, tapes, crates, clamps, foam and other packing material.

Receives and unloads incoming shipments, directs merchandise to the appropriate area. Checks against bills of lading and packing slips. Takes inventory of merchandise, checks quantity, and maintains records of goods received; rejects damaged, excess or misdirected goods. Identifies, separates, labels, and palletizes merchandise. May move materials/products by hand, hand truck, or forklift equipment to maintain continuous flow of merchandise. Routes materials to appropriate destinations.

Survey Job Code	Survey Job Title
106010	Shipper/Receiver 1
106020	Shipper/Receiver 2
106030	Shipper/Receiver 3

Functional Description: Materials Management

Lead, Supervisor, or first level Manager for one or more job groups within the Materials Management functional job family. Management responsibilities as stated in the Job Leveling Factors.

Survey Job Code	Survey Job Title
110040	Materials Management Team Lead
110200	Materials Management Supervisor
110210	Materials Management Manager 1



JOB DESCRIPTIONS (continued)

Survey Job Family:	Transportation/Traffic
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Functional Description: Transportation Analyst

Executes and monitors the daily transportation plan for assigned distribution centers. Analyzes transportation and distribution methods and procedures to develop, utilize and recommend the most economically advantageous and efficient means of delivering products. Evaluates freight classifications, tariff rates, and operating capabilities concurrent with delivery schedules and deadlines. Reviews proposals by carriers and administrative agencies for modification in rates and transportation regulations to determine their impact.

Survey Job Code

120110
120120
120130

Survey Job Title

Transportation Analyst 1
Transportation Analyst 2
Transportation Analyst 3

Functional Description: Transportation/Traffic Management

First level manager for Transportation Analysts. Management responsibilities as stated in the Job Leveling Factors.

Survey Job Code

120210

Survey Job Title

Transportation Manager