

## **BMS Direct-Job Description**

**Position Title: Bin Sweeper**

**Supervisor: Production Supervisor**

**Purpose of Position:** Provide assistance to the Sorter Team as instructed by the Department Lead and/or Production Supervisor. Provide assistance to other areas of production as needed.

**Essential Duties and Responsibilities include the following:**

- Move quickly up and down both sides of the sorter sweeping and traying from bins.
- Verify the quality of the mail pieces including the barcode sprayed by the sorter.
- Ensure that each mail piece and the barcodes thereon are within the tolerated range based on the USPS specifications by using the USPS template.
- Identify and quickly clear jams from bins.
- Tag, sleeve and palletize trays during down time.
- Assist in close out process to including tagging and palletizing trays, applying placards to pallets and cleaning sorter area prior to starting back up.
- Ensure that all trays and bins have the correct tag.
- Ensure all trays are on the proper pallet.
- Monitor machine for potential maintenance issues and report any machine issues to the Sorter Lead and the Production Supervisor.
- Maintain a clean and safe work environment. Report and document safety issues and/or injuries to the Production Supervisor and/or General Manager immediately.
- Keep necessary materials stocked and readily on hand.
- Assist in the cleaning and general maintenance of the Sorter and Sorter Area.
- Encourage and maintain a positive work environment.
- Understand and comply with all company policies (i.e. attendance, Code of Business Conduct & Ethics, Associate Handbook etc.)
- Perform all other duties as assigned.

### **General Time Allocations**

This position will require about 100% of the time to be spent assisting in production duties to include metering, sorting, sweeping of mail, and keeping the machines running.

### **Required Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill set, and/or ability required.

Must possess a high school diploma or general education degree (GED). A minimum of five years work experience in a production environment. May be required to continue education and / or training.

Ability to read and comprehend instructions, correspondence, and memos in English.  
Employee must have the ability to write correspondence in English. Ability to speak effectively.  
Must possess excellent communication skills, organizational skills, problem solving skills and effectively interact with several different personalities and levels of people.

Ability to add, subtract, multiply and divide in all unites of measure, using whole numbers, common fractions, and decimals.

The employee must frequently lift and/ or move up to 50 pounds and occasionally lift and/or move up to 70 pounds

**Working conditions:**

The work environment characteristics described here represent those that an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to fast moving material handling equipment or other mechanical equipment. The noise level in the work environment is moderate to noisy.

**Work hours**

This is a full-time position. The incumbent must have the ability to work on varying schedules which might include shift work (day or nights) with scheduled overtime, weekdays or weekends and some holidays. Work hours may vary or change based on customer order requirements.

I have read and understand my Job Description and will perform them to the best of my abilities.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Revised- 6/4/17