

Delivering Peace of Mind<sup>SM</sup>

www.**Dircks**.com  
4340 West Mohave Street  
Phoenix, AZ 85043  
P 602.267.9401  
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1.800.523.5038

## JOB DESCRIPTION: PACKER

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Exempt: (Y/N): Non-Exempt  
Salary Level:  
Shift: FT, M-S  
Location: Phoenix, AZ  
Employee Name:  
Prepared by: Stacia Pitcher

Job Code:  
DOT Code:  
Division:  
Department: Local Crew  
Supervisor: Local Operations Manager  
Date: 4/18/2017

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### SUMMARY

Packages materials and products (household goods) manually by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Wraps dishes or fragile items in packing paper and packs them into containers.
- Wraps non-fragile items in appropriate size containers, distributing weight for proper handling.
- Inspects materials, products, and containers at each step of the packing process.
- Records information such as quantity of containers, weight, time, and date packaged.
- Drives truck to and from job site.
- Cleans truck, tools, and equipment.
- Collects or picks up empty containers, packing materials.
- Issues or obtains customer signature on receipt for pickup or delivery.
- Performs routine inspections and maintenance on truck.
- Must maintain a driver's license that is acceptable to the Dircks Companies Safety department.
- Must know, use, and follow all DOT safety regulations.
- Must have knowledge of furniture and equipment handling industry-accepted procedures.
- Must know and use generally accepted industry practices for vehicle housekeeping.
- Must wear uniforms acceptable to Dircks Moving Services.

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## COMPETENCY

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner.
- Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance.
- Interpersonal - Maintains confidentiality.
- Team Work - Balances team and individual responsibilities; Contributes to building a positive team spirit; Puts success of team above own interests.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time.
- Initiative - Volunteers readily; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

## 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, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## EDUCATION and/or EXPERIENCE

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

## LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

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### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

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I have read and understand the above job description and understand that additional duties and responsibilities may be assigned.

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Employee Name

Date

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Supervisor

Date

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