POSITION TITLE: FORKLIFT OPERATOR

REPORTS TO: SHIFT SUPERVISOR

I. PRIMARY RESPONSIBILITIES:

Operate an electric, diesel, propane or gasoline engine powered forklift truck to transport materials in and between departments, from operation to operation in accordance with route tickets or verbal instructions, and to load and unload trucks with materials or product.

II. ESSENTIAL FUNCTIONS:

Receive instructions/schedules from supervisor or other plant management.

Pick up loads in tote boxes or on pallets, using care to position loads on forks to insure safe transportation.

Position loads to palletizing rack to assemble loads for storage in warehouse or storage yard.

Place or remove loads to/from truck bed and secure with straps and dunnage.

Operate strapping equipment to secure loads.

Operate circular saw and pneumatic nailer to build dunnage.

Service truck to include fuel, oil, lubricants, cooling system, motor tune-up and charge batteries.

Report truck malfunctions to Supervisor.

Comply with safety regulations governing operation of the equipment.

Equipment: Palletizing racks, ladders, Forklift, Electric Jack, Strapping tools, hammers, pry bars, misc. hand tools.

III. QUALIFICATIONS AND REQUIREMENTS:

Good math, language, reading skills.

Clean driving record (no property damage accidents, or DUIs within the past three years).

Vision: 20/20 corrected, and normal hearing range.
Good physical condition, able to climb equipment and ladders.

Good eye/hand coordination and good motor skills.

IV. Physical Requirements

Moderate physical effort required to climb to truck or forklift and operate equipment. Requires ability to walk, stand, carry materials, stoop, kneel, bend at waist, climb ladders or equipment, negotiate truck beds, manually operate pneumatic or manual strapping equipment and nailer, communicate by radio, and secure dunnage with hammer and nails. Maximum unassisted lift = 75 lbs. Average lift less than 25 lbs.

V. Environmental Conditions

Inside and outside conditions, but not required to remain out in extreme weather. Otherwise partially protected by cab or cover. Exposed to outside dust and dirt, sunlight, exhaust and fuel fume odors. Moderate noise requires hearing protection, chips and nails require safety glasses, and heavy loads require safety shoes with metatarsal guards. Ambient temperatures 0 degrees to 110 degrees F.