



Position: Forklift Operator 2 MF
Job Code: 3199
Organization Unit: Operations
Grade Level: H 9
Activation Date: 6/15/2012
Approval: Human Resources

Reports to: Operations Manager

Summary of Position: Responsible for overseeing the safe movement of materials and finished components in a safe and efficient manner. Operates forklift truck with foot and hand controls for various aspects of job.

Major Responsibilities:

1. Unload delivery vehicles and stage product in the yard or specified storage area.
2. Generate a list of materials to be replenished/stocked for daily loading and delivery
3. Pull all orders from the yard and places in designated area for driver pickup.
4. Operate forklift with foot and hand controls of all levels and varieties required by location operations.
5. Work with traffic department to determine what trailers to use and the number of trucks needed per job.
6. Load all trucks and verifies customer orders.
7. Notify the supervisor of any damaged product.
8. Complete all paperwork involved in the shipment of components on a daily basis.
9. Follow safety procedures as outlined by company safety program and operator manual for forklift.
10. Keep staging area clean and organized.
11. May perform other special projects.
12. May be responsible for banding of lumber and/or finished product.

Basic Functions:

- Other duties as assigned by location management.
- Maintain a current forklift operator's license.

Minimum Qualifications:

1. Minimum Education required: High school education or equivalent with good math background.
2. Minimum Experience required: Two (2) years experience operating a 8,000 to 20,000 lb. Forklift truck with foot and hand controls.
3. Special Skills required: Operating woodworking machines, saws, and tools
4. Other: Outdoor work for extended periods of time. Some standing, bending, and stooping. Mostly sitting, driving forklift. Temperature will vary due to weather conditions i.e. rain and snow. Indoor job requiring extended periods of time standing, with some bending and stooping. Lifting up to 100 lb. Overtime work could be involved.

Approvals:

Associate Signature

Date

Supervisor Signature

Title

Date

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

The incumbent must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.