

Job Description: Fork Truck Operator

Summary/Objective: The Fork Truck Operator is responsible for receiving and preparing materials and equipment for staging in the customer yard. The outgoing materials must be prepared and loaded securing prior to transport to ensure that operator safety and unloading safety requirements at the destination are achieved. Contributes to team effort by accomplishing related results as needed.

Requirements/Expectations:

- Operate stretch wrap machines, film roll up-enders, and extended boom arm forklift equipment
- Organize product on the yard according to inventory procedures
- Safely load product onto and unload product from flat beds and box trailers
- Validate packing slips, ship tickets, and other delivery documentation by auditing, recording and interpreting shipping documentation, weights & measures, labels, and production schedules
- Other duties may be assigned as needed

Requirements

- At least 8-10 years of experience operating forklift
- High school diploma/equivalent preferred
- Ability to perform routine inspection, fueling & preventive maintenance duties (lubrication, cleaning, battery change)
- Ability to record and understand numerical values
- Ability to communicate effectively with team members
- Math, communication, and comprehension skills to interface with transportation, dispatch, and direct trailer hitch operations

Physical Environment

- Ability to lift up to 40lbs occasionally
- Ability to stand regularly, walk, use hands to handle or feel, and reach with hands and arms

Eligible to Qualify for Benefits

Schedule:

- Varies from 40 hours/week to 84 hours/week