

# **Job Description**

## **Forklift Operator**

### **Position Description**

**Title:** Forklift Operator

**Reports to:** Operations Mgr.

**Evaluation Date:** September 1, 2006

### **Nature and Scope:**

This is a semi-skilled, entry level position. A forklift operator reports directly to the Operations Manager. In some instances, the operation will have a yard foreman who will act as a secondary supervisor. The expectations of this position are defined by excellent customer service, professional conduct, maintenance and care of company equipment and facilities, and acting in the best interests of the company at all times.

### **Primary Function:**

A forklift operator is responsible for the safe, accurate and orderly assembly of customer orders. In addition, a forklift operator maintains the safe, orderly care of all material, equipment and facilities within the operation.

### **Principal Duties:**

- 1) Safely and accurately calculate, then build / assemble customer orders to prepare them for delivery, inner-yard transfer or customer pick-up.
- 2) Safely and accurately load material for delivery onto trucks with the guidance of the truck driver responsible for making the delivery.
- 3) Safely unload, tally / check-in, and stock incoming material from vendors.
- 4) Safely handle and organize all material as to minimize damage.
- 5) Safely operate all equipment...ie. forklift, chainsaws, power tools, hand tools, etc...and maintain care to minimize damage and / or down time.
- 6) Safely and neatly maintain storage areas, entry and exit points, and all high traffic avenues of all facilities to be free of trash and debris to allow for unobstructed safe passage.
- 7) Safely, professionally and courteously assist all customers as they enter the yard for material pick-up or returns.

**Qualifications:**

A strong aptitude for math is essential thus a high school diploma is required. A forklift safety and training certificate is also required and will be provided to you by Alpine Lumber upon completion of a written test. The ability to work well with others and as a member of a team is a must. A large degree of lifting (moderate to heavy weight), bending, squatting and maneuvering on to and off of a forklift will be expected. There is also an overtime requirement that will be determined by seasonal work load. It is a general expectation that we work safe, we work smart and we conduct ourselves professionally and courteously at all times. This outline does not restrict or limit an Alpine Lumber employee from safely doing whatever is asked or required of them to get the job done.