

ALPINE LUMBER COMPANY
POSITION DESCRIPTION

Date: **March 1, 2010**

Position Title: **Forklift Operator**

Employee Classification: Hourly Exempt Non-exempt

Supervision Required: Minimal Routine Direct

Supervised By: **Operations Manager, Assistant Manager**

Essential Function:

Responsible to provide safe, accurate, and orderly assembly of customer orders and for effectively loading materials on Company and customer trucks. Working safely and effectively with all equipment and tools utilized in the job area.

Job Duties / Responsibilities:

Safely and accurately calculate, build/assemble, and stage customer orders to prepare them for delivery, inner-yard transfer, or customer pick-up.
Safely and accurately load material for delivery onto trucks.
Safely unload, document and stock incoming materials from vendors.
Safely operate all power tools, hand tools and equipment used in work area.
Safely and neatly maintain storage areas, entry/exit points and yard areas.
Safely and courteously assist customers as they enter the yard for material pick-ups or returns.
Maintain daily equipment logs and maintenance, notify supervisor of deficiencies.
All other work related duties assigned by the supervisor.

Education / Training / Licenses Required:

H.S. diploma preferred.
Forklift operators license obtained through Alpine Lumber.

Experience / Skills Required (length and type):

Ability to read, write and communicate in English.
Strong aptitude for math.
Ability to operate chain saws, table saws, banding equip.
Effectively manage time and workload and work well in team environment.

Physical, Environmental Factors:

This position requires a high degree of lifting and moving of materials in excess of 50lbs repetitively; bending and climbing. Often requires working outdoors in extreme climate. Ability to operate manual forklift controls.