

# Forklift Operator B

## **Job Summary:**

The Forklift Operator B will operate an industrial forklift truck to accomplish various materials handling assignments.

## ***Supervisory Responsibilities:***

- None.

## ***Duties/Responsibilities:***

- Identifies and transports requested materials to and from various locations including machines, loading docks, railroad cars, trucks, and storage areas.
- Obtains production schedule and/or shipping orders and then identifies, verifies, and transports requested raw materials, equipment, or processing materials accordingly.
- Applies understanding of machine loading capacity and loading schedule, ensuring prompt and efficient delivery of required items.
- Uses protective materials and strapping equipment to protect and secure loads; once delivered, removes strapping and wrapping, then safely disposes of waste materials in designated containers or areas.
- Reports any problems with materials or transportation to supervisor.
- Manages and piles drums, skids, pallets, and other supplies in specified areas.
- Services equipment as needed, reporting mechanical or electrical difficulties to truck mechanic.
- Performs other related duties as requested.

## ***Required Skills/Abilities:***

- Basic (9<sup>th</sup> grade) math, language, and reading skills.
- Ability to handle equipment and vehicles safely and sensibly.

## ***Education and Experience:***

- Valid state motor vehicle operators license.
- Satisfactorily pass forklift driving training program or demonstrate safe handling of forklift in an on-site test.

## ***Physical Requirements:***

- Ability to maintain single-task focus and situational awareness.
- Must be able to move and lift up to 40-pound wooden skid or pallet.