



Job Description

POSITION: Forklift Operator/Yard

LOCATION:

EDUCATION: High school diploma or equivalent

HOURS: Monday-Friday; Day shift; Overtime as needed

REPORTS TO: General Manager/Operations Manager

Duties / Responsibilities

- **Responsible to build loads**
- **Load/unload trucks/Put away inventory**
- **Keep warehouse clean and neat**
- **Responsible to maintain the following items for both inventory and organization**
 - **Mud**
 - **Steel**
 - **Insulation**
 - **Wood**
 - **Finishing products**
 - **Warehouse items**
- **Bring low quantity or out of stock items to Purchasing agent's attention.**
- **Turn in paperwork and report discrepancies to purchasing on bills of lading**
- **Report any yard damage to yard manager.**
- **Train new employees as required.**
- **Assist yard/warehouse personnel when there are shipping or receiving discrepancies.**
- **Responsible to make alterations to material if needed (cut down board or steel etc.)**
- **Other duties/responsibilities as assigned by the Yard Manager.**
- **Check in received inventory and enter into computer**
- **Works with other yard personnel to ensure accuracy of receipts of material**
- **Works with drivers in yard**
 - **To ensure they count their loads**
 - **Identify the material on their truck**
- **Ensure all transfers are correct and enter into computer**
- **Responsible for keeping the yard clean**
- **Other duties/responsibilities as assigned by the General Manager/Operations Manager.**

FORKLIFTS

- **Daily inspection**
- **Notify yard manager of any maintenance needs and fill out a maintenance slip for the appropriate machine**
- **Do not operate a forklift that is deemed unsafe or out of service**
- **Make sure forklifts are kept clean and have proper tools kept in them**
- **Keep work area neat and clean**
- **Observe all safety rules.**



Requirements

- Responsible for working _____cover shifts as seen appropriate for the success of the location
- Must demonstrate reliability, efficiency and ability to multitask
- Must have and maintain forklift certification
- Must have and maintain a valid driver’s license
- Working knowledge of building materials is extremely helpful
- Strong personal leadership, communication and organizational abilities
- Professional work ethic, and self-motivation
- Superior customer service skills including professional appearance and attitude
- Must be able to read/write English and use a telephone

Physical

- Sitting for long periods of time
- Walking/Standing/climb in and out of forklift/Moving throughout the warehouse and yard
- Physical Mobility (bending, stooping, twisting, pulling and carrying materials)
- Lifting up to 50 lbs. repeatedly throughout the day

Measure of Performance

- Consistent quality of work performed
- Compliance with company policies and procedures
- Cooperation with others, develops and demonstrates teamwork
- Attendance and punctuality record

Job Description Agreement Form

I have reviewed and understand the attached job duty description and believe it to be accurate and complete. I also agree that management retains the right to change this description at any time.

Employee Signature:

Date:

Employer Signature:

Date:
