

Job Description

POSITION: Forklift Operator/Yard

LOCATION:

EDUCATION: High school diploma or equivalent

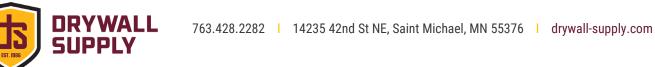
HOURS: Monday-Friday; Day shift; Overtime as needed REPORTS TO: General Manager/Operations Manager

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.



_		•		
\mathbf{p}	all	IFA	mΛ	ntc
ΝC	uu	IJС	IIIC	nts

- 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.

Employer Signature:	Date:
Employee Signature:	Date: