

Forklift Truck Driver

Forklift Truck Drivers operate powered industrial trucks to load and unload materials and deliveries and move them to and from storage areas, machines and loading docks, into railroad cars or trucks or storage facilities.

Duties and Responsibilities:

- Monitor and maintain inventory
- Organize and secure materials, such as boxes, bales, pallets, and super stacks in a safe way
- Pick orders from inventory using a pick sheet
- Shrink wrap pallets to prepare them for shipping
- Weigh products and/or loads and record weight
- Move hazardous materials
- Report any faulty equipment, damage to racks, or other potential safety hazards
- Attend certification refresher courses
- Use basic math skills
- Maintain a clean work area
- Analyze production schedules to determine movement, deliveries, and material requirements
- Maintain equipment by cleaning, oiling, recharging, refueling, etc.
- Consult and coordinate with manager, employees, other departments, and equipment manufacturers regarding loading and unloading operations
- Attend meetings with manager and coworkers
- Prepare, present and/or approve bill of lading
- Check in and approve new shipments
- Perform quality checks
- Adhere to uniform requirements
- Rotate stock so oldest products are first picked
- Be alert of other employees in the work zone
- Report quality variances to the proper channels
- Use radio frequency equipment as needed for picking, put-away, receiving, and load functions
- Comply with OSHA Standards

Education and Experience

- High School diploma or equivalent
- Good math, language and reading skills; basic computer skills may be required
- High degree of attention required to prevent injury to others; promote a safe work environment
- Follow instructions for operating equipment and keeping records
- Execute assignments in an accurate, timely and safe manner
- Maintain a clean & safe environment
- May be required to use RF scanner gun
- Clean driving record and a valid state motor vehicle operator's license may be required

- Forklift certification per OSHA standards

Physical Requirements

- Will sit, stand or walk distances for up to 12 hours per day
- Will climb stairs on an occasional basis
- Will lift, push or pull up to 50 pounds on an occasional basis
- Required to use hands to grasp, lift, handle, carry or feel objects on a frequent basis
- 20/40 vision in each eye, with or without correction, is required
- Must be able to comply with all safety standards and procedures
- May reach above shoulder heights and below the waist on a frequent basis
- May stoop, kneel, or bend, on an occasional basis
- Ability to wear personal protective equipment is required (including but not limited to, steel toed shoes, gloves, safety glasses, hearing protection, protective jacket or apron and arm guards)

BENEFITS:

- Company group benefit plan including medical, dental and vision
- 401 (k) • short term disability
- Paid time off (holidays and PTO)

We are an equal employment opportunity employer. All qualified applicants will receive consideration of employment without regard to race, color, gender, national origin, disability status, protected veteran status or any other characteristic protected by law