



JOB DESCRIPTION

Job Title: Outside Forklift Operator

Location: Marshfield

Reports To: Shipping Department

Department: 506

Summary:

As a forklift operator the prime function of this position is to provide support to the supply chain through collecting, loading, shipping and receiving warehouse products. The successful candidate will be responsible for operating technical equipment, optimizing loading for efficient logistics and supporting other warehouse functions to ensure optimal operation of the business.

Principle Duties and Areas of Responsibility:

- Moving finished product from operations to temporary locations in the yard
- Preparing finished product for shipping
- Working with materials department unloading incoming product
- Loading finished product for delivery
- Loading containers for overseas shipments
- Maintain the yard area for cleanliness, safety, and efficiency
- Maintains the work area and equipment in a clean, orderly condition and follows prescribed safety procedures
- Adheres to company quality protocols and processes
- Perform job duties in an ethical, professional manner which is consistent with the H&S handbook
- Performs other related duties as assigned by management

Skills and Abilities:

- Strong written and verbal communication skills; ability to develop and maintain good internal and external working relationships
- Detail-oriented, with strong ability to multi-task and meet deadlines
- Strong organizational skills and follow up/follow through on assigned tasks in timely manner
- Demonstrate the ability to handle, place, and secure product on a load without damage
- Ability to work with minimal supervision
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm

Qualifications:



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- ▶ Must have experience operating forklifts or similar equipment
- ▶ Truck loading experience preferred, but will train the right candidate
- ▶ Must be able to work outdoors in all weather conditions

Direct Reports: None

Physical Requirements:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Use these codes to complete this section: "F" for frequently; "O" for occasionally; "N" for not at all.

Physical Activity

On the job the employee must:

- | | |
|---------------------------------------|---------------|
| (F) Bend | (O) Sit |
| (F) Squat | (F) Stand |
| (O) Crawl | (F) Walk |
| (O) Climb | (F) Push/Pull |
| (F) Kneel | |
| (F) Handle objects (manual dexterity) | |
| (F) Reach above shoulder level | |
| (F) Use fine finger movements | |
| (F) Repetitive movement | |
| () Other _____ | |

Must carry/lift loads of:

- (F) Light (up to 25lbs.)
 (F) Moderate (25-50lbs.)
 (O) Heavy (over 50lbs.)

Physical Ability:

- | | |
|-----------------|---------------------------------|
| Vision: | <input type="checkbox"/> Good |
| Color Vision: | <input type="checkbox"/> Normal |
| Hearing: | <input type="checkbox"/> Normal |
| Talking/Speech: | <input type="checkbox"/> Good |

Physical Exposure

On the job the employee:

- | |
|---|
| (F) Is exposed to moderate or excessive (circle) noise |
| (F) Is around moving machinery |
| (F) Is exposed to marked changes in temperature and/or humidity |
| (F) Is exposed to dust |
| (O) Is exposed to fumes |
| (O) Drives motorized equipment |
| (O) Works in confined quarters |
| (N) Unprotected heights |
| () Other _____ |

Acceptable Minimum

- | | |
|--|--------------------------------|
| <input type="checkbox"/> Poor | <input type="checkbox"/> Blind |
| <input type="checkbox"/> Impaired | |
| <input type="checkbox"/> Moderate Loss | <input type="checkbox"/> Deaf |
| <input type="checkbox"/> Fair | <input type="checkbox"/> Mute |



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APPROVALS:

Jamie Schmidt, Manager

Date

Human Resources

Date

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.