



Job Description

Job Title: Forklift Operator (26,000lb capacity – Large forklift)
Department: Install

Duties:

- The Forklift Operator is responsible for operating a forklift to move, locate, relocate, stack, and count merchandise. The Operator is accountable for the safe and efficient operation of the vehicle.
- Unload inbound shipments safely and move product to storage locations.
- Efficiently stack and store the merchandise in the appropriate areas.
- Ensure inbound and outbound shipments are accurate and free of damage. Report quality variances.
- Pull and prepare product for shipping, ensuring that the exact number and type of product is loaded and shipped.
- As a condition of employment, work all assigned days and overtime as required.
- Must wear all PPE required.
- Efficiently move product from staging and/or storage areas.
- Load, unload, move, stack, and stage product and materials using a forklift, clamp truck, or other power equipment. Use radio frequency equipment for picking, receiving, putaway, and load functions, as required.
- Maintain the facility's equipment and materials in a neat, clean, and orderly fashion.
- On a daily basis, inspect and perform minor maintenance on the forklift or other equipment.
- Operate all equipment in a safe and efficient manner following prescribed work methods
- Keep appropriate records and reports to guarantee that tight inventory control and security are maintained. Ensure proper stock rotation.
- Maintain a clean, neat, and orderly work area. Assist in maintaining the security of the warehouse. Conduct operations in a manner that promotes safety.

Qualifications:

- *Educational:* High school diploma or (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- *Experience:* Previous forklift experience preferred.
- *Skills:* Demonstrated ability to operate equipment, with or without training; ability to read and interpret written and verbal instructions.
- *Other:* Must be able to sit for 8 hours a day.