



Effective: January 16th, 2024
Job Description: Forklift Operator/Material Handler
Reports to: Yard Supervisor

Job Summary:

Operate different sizes of forklifts both inside and outside the production building. You must be a responsible individual who exercises care while operating the equipment and practices safe work behavior while performing daily work tasks. Previous experience operating heavy equipment and forklifts is preferred.

Duties/Responsibilities:

- Perform daily safety and maintenance inspection of forklift before operating.
- Move various sizes and shapes of concrete structures in the production building and in the yard where our products are stored.
- Communicate effectively with other team members including plant employees, plant management, dispatcher, and haulers.
- Operate forklifts ranging in size from 8,000 to 40,000-pound capacities, skid loaders and end loaders as well.
- Use chains and rigging to attach to, transport and move various types of concrete structures.
- Read and interpret product loading documents for customer loads.
- Performs other related duties as assigned Shipping Department Supervisor and Shipping Coordinator

Required Skills/Abilities:

- Practice safe work behavior to contribute to a safe work environment.
- Attention to details and familiarity with forklifts.
- Ability to work outdoors in all weather conditions.
- Work with and take direction from plant leadership team.
- Be flexible with changing work hours over the year.

Supervisory Responsibilities:

- None

Education and Experience:

- Previous experience preferred, but not required.
- High school diploma or GED preferred.
- Job training for this position is provided by Shipping & Receiving Supervisor.

Physical Requirements:

- Must be able to drive in a variety of weather conditions.
- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Must have good hand-eye coordination.

- Must have quick reaction times.
- Must be able to hear adequately enough to be alerted by horns, sirens, shouting, or any other noise that is meant to convey a safety warning.
- If corrective device is required to achieve this level of hearing, the employee must be able to wear PPE without interfering with the corrective device or the required PPE.
- Lift arms above shoulder level (i.e., throws bags into a truck).
- Climb ladders or steps to reach objects.
- Must be able to wear a hard hat, safety glasses, gloves, and safety-toed boots.