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## Forklift Operator

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### **Overview:**

The forklift operator is responsible for moving goods around the warehouse and yard. As well as accepting incoming orders, processing, and packing orders, counting inventory, and ensuring orders are shipped in a timely manner. This role also acts as a warehouse personnel.

### **Responsibilities:**

- Safely operate forklift to move material through facility using the appropriate safety measures
- Provide materials and components from stock points in yard to cut shop, manually or with forklift as required
- Interact with dispatchers and customer service representatives to ensure accuracy of shipping and receiving
- Communicate with supervisors and other team members to efficiently handle material and provide awareness of potential problems or concerns
- Ensure all shipping documents are correct and properly signed
- Assist in completing inventory audits
- Clean up and dispose of scrap bracing, cardboard, strapping and place in designated containers/areas
- Use tools such as hammers and crowbars to remove strapping, open crates, and strap cars
- Ensure all drivers have appropriate PPE before loading or unloading
- General maintenance and housekeeping of office, warehouse and yard as needed
- Promote a safe working environment
- Conduct vehicle and cargo inspections on equipment coming into yard
- Load and unload trailer using forklift
- Move product manually if required, no lifting over 50 pounds.
- Safety inspections of facility and yard
- Keep yard, warehouse, and storage area clean, neat, and organized
- Maintain written inventory records
- Order entry into database
- Conduct daily preventative maintenance on machinery and equipment
- Other duties as required

**Expectations:**

Company information should be treated in a highly confidential manner. You have specific responsibilities and are expected to use your knowledge and skill to make a positive contribution to our corporate goals.

- Possess strong communication skills, be able to multitask and work under minimal supervision.
- Be able to work and thrive in a fast-paced team environment; be energetic; pleasant and willing to learn.
- Commit to new initiatives and programs that promote continual improvement and efficiency.
- Foster a safe work culture for all procedures, including but not limited to:
  - wearing PPE if required.
  - reporting all injuries, claims or near-misses, unsafe or hazardous conditions.

**Requirements:**

- 1-5 years previous forklift experience with valid certification, preferably in the transportation industry
- General knowledge of safety standards and load securement for the transportation industry
- Knowledge of axel weight restrictions for loading would be an asset
- Good computer knowledge
- Familiarity with scanning equipment and inventory control systems
- Excellent communication skills in written and verbal English
- Able to work independently, make judgment calls and resolve problems
- Comfortable working under pressure to meet specific deadlines
- Comfortable working outside all year around