

Job overview
<p><b>Core Responsibilities</b></p> <p>This position is responsible for operating industrial trucks to pick/put away materials and inventory, according to company and customer requirements, ensuring quality standards are consistently met, using safe practices and producing at the appropriate rate for the job.</p> <p><b>Day-to-Day Responsibilities</b></p> <ul style="list-style-type: none"> <li>Operates industrial trucks including sit-down and reach, to pick/put away materials and inventory as required by company specifications and requirements</li> <li>Moves materials to and from storage areas, machines, and loading/receiving docks safely</li> <li>Practices safe driving requirements</li> <li>Loads/unloads materials from trucks as needed</li> <li>Identifies and reports all products that fail to meet appropriate specifications/rejected products to Supervisor</li> <li>Participates in cross departmental work production based on business needs</li> <li>Learns and upholds defined quality standards to ensure maximum customer satisfaction and optimize work efficiency</li> <li>Strives to achieve team and individual specified production targets</li> <li>Provides complete, accurate documentation when required</li> <li>Communicates clearly with teammates and supervisors regarding all aspects of the job</li> <li>Reports problems that arise with machines, materials, jobs, or team members; and offers solutions where possible within the scope of the duties of the job</li> <li>Learns and follows Smalley requirements for employee safety, product quality, and productivity</li> <li>Adheres to safe work practices in a continuous improvement environment including: appropriate Personal Protective Equipment (PPE), participation in mandatory safety training, and reports any concerns immediately</li> <li>Keeps workspace clean and organized to maximize safety and productivity by adhering to Smalley's 6S process</li> <li>Participates in ongoing training, educational meetings, and daily communication meetings</li> <li>Responsible for reviewing all applicable departmental policies and procedures</li> <li></li> </ul>

Expectations
<p><b>Experience &amp; Background</b></p> <ul style="list-style-type: none"> <li>Experience working in a manufacturing or related environment</li> <li>2+ years' proven experience working in Production/Shipping/Distribution/Warehousing</li> </ul> <p><b>Knowledge/Expertise</b></p> <ul style="list-style-type: none"> <li>Experience working in a warehouse environment, picking &amp; putting away materials and inventory</li> <li>Experience operating industrial trucks required</li> <li>Pass required exam of basic math and English</li> </ul> <p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>Building &amp; Supporting Teams</li> <li>Championing Customer Needs</li> <li>Communicating Effectively</li> <li>Supporting Change &amp; Innovation</li> <li>Dependability</li> <li>Initiative</li> <li>Job Skills</li> <li>Productivity</li> <li>Quality of Work</li> <li>Workplace Safety</li> </ul>

Work Environment
<p>This job operates in a manufacturing environment and employees are required to wear personal protective equipment such as steel-toed shoes, safety goggles and hearing protection.</p> <p>Regular, predictable attendance is required.</p> <p><i>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions</i></p> <p><b>Physical Demands</b></p> <p>While performing the duties of this job, the employee is:</p> <ul style="list-style-type: none"> <li>Regularly required to stand, talk and hear</li> <li>Frequently is required to walk and use hands to handle, or feel objects, tools or controls</li> <li>Occasionally required to sit, reach with hands and arms, climb or balance and stoop, kneel crouch or crawl</li> <li>Regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds</li> </ul> <p>Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus</p> <p><b>Classification</b></p> <ul style="list-style-type: none"> <li><b>Job code:</b> {SSK730}</li> <li><b>FLSA Status:</b> Hourly</li> <li><b>Department:</b> 210 Warehouse</li> <li><b>Reports To:</b> Warehouse Supervisor</li> </ul> <p><b>Scope of Responsibilities</b></p> <ul style="list-style-type: none"> <li>Individual Contributor</li> </ul>

# Forklift Operator

8/27/2020

\*This summary job description is not designed to cover all activities, duties or responsibilities that are required of the employee

\*Duties, responsibilities and activities may change or new ones may be assigned

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Full Name \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_