

CAPITAL

POSITION TITLE: Forklift Operator

SUPERVISOR: Supervisor

Status: Non-Exempt

POSITION SUMMARY: Receives instructions from the Supervisor or Operations Manager, Assistant Operations Manager or other designated leadership role under the direction of the Operations Manager. Responsible for accurately banding, wrapping and staging all orders. Responsible for loading product and completing paperwork for will-call customers.

ESSENTIAL FUNCTIONS:

- Reads hand-written or system generated sales order to complete labels for units.
- Accurately completes paperwork for orders
- Accurately bands orders for loading on trucks
- Accurately wraps orders for loading on trucks
- Accurately stages orders for loading on trucks
- Unloads product from incoming trucks as needed/complete receiving paperwork accurately
- Notes all discrepancies and reviews these with Supervisor.
- Safely, accurately, courteously loads product on customer's truck/trailer.
- Notifies Supervisor of any request to load a potentially unsafe vehicle.
- Notifies Supervisor of any request to overload a vehicle.
- Operates forklift safely at all times following all safety rules and regulations.
- Performs daily inspections of forklift(s) as required by OSHA and Capital Lumber Company standards.
- Notifies Supervisory of any necessary equipment maintenance/repair.
- Assists in moving of inventory for storage within the yard area as directed.
- Assists in inventory and/or cycle counts as directed.
- May operate saw to cut damage for packaging units if properly trained
- Assist in keeping all lanes and areas clean and clear for traffic.
- Perform other work related duties as assigned by your supervisor and be flexible and adaptable to changes that will occur during the course of employment.

Education, Experience and Skills Required:

- 1 to 4 years previous experience with forklifts and other machinery (as designated by, and at the discretion of, the Division and Operations Manager for the particular position available).
- Current Forklift Certification.
- Good knowledge of lumber products
- Basic Math skills
- Good communication skills with positive attitude
- Ability to read, write, speak and understand English
- Excellent attendance is required for this fast paced position.