



JOB DESCRIPTION

Job Title: Forklift Operator/Yard Associate

Department: Retail Yard

Reports To: Retail Store Manager or Manufacturing Foreman

FLSA Status: Hourly/Non-Exempt

Employment Category: Seasonal or Regular Full-Time

SUMMARY: Safely operates a diesel or electric Powered Industrial Truck equipped with forklift to lift, stack, move, load and unload products, equipment, or materials. Assists customers with the loading and unloading of their vehicles. Maintains retail yard and assists customers and Retail Associates as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operates forklift and front-end loader safely
- Performs pre-operations and post-operations checks of forklift and loader
- Performs preventative maintenance (PM) checks and PM tasks on forklift and loader as required
- Builds and packages customer make-up orders
- Loads customer vehicles and/or trailers with the use of a forklift or loader
- Assists customers with the manual loading of materials and goods into/onto their personal vehicles
- Retrieves receiving and make-up orders, delegates, and coordinates work priorities with Forklift Operators and Yard Associates.
- Reviews and verifies orders, bills of sale, and other receivable paperwork before loading or receipting for materials and goods
- Reviews and verifies accuracy of make-up orders and loading delivery trucks
- Loads and unloads tractor trailer and delivery trucks
- Maintains the organization and cleanliness of the yard area, makes recommendations for yard area layout, and prepares yard area to receive new inventory
- Safely transports, stacks and stores palletized items, hardscape materials and other retail items with the use of a forklift
- Assists with inventory control and cycle counts of materials and merchandise
- Communicates inventory cycle with Store Manager
- Manually moves, loads, unloads and stack concrete blocks, pavers, retail merchandise and other materials as necessary
- Assists Inside Sales Associates as necessary
- Train other Forklift Operators
- Assists with snow removal and other seasonal tasks as required
- Fixes or repairs wooden pallets
- Attends to customers in a timely, professional and courteous manner
- Performs other housekeeping tasks and/or duties as required or directed which may include tasks such as: sweeping, cleaning common areas, painting, etc.

Preferred Qualifications:

- Prior experience operating a forklift

Required Skills and Experience:

- High school or technical school graduate
- Good verbal communication skills
- Highly reliable and punctual
- Good Customer Service skills

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

EDUCATION and/or EXPERIENCE: High School diploma or equivalent and a minimum of six months prior forklift related experience and/or training; or an equivalent combination of education and experience. **This is an entry-level position**

LANGUAGE SKILLS: Ability to read and comprehend verbal and written instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in a clear, concise and professional manner to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide. Ability to perform these operations using units of currency, weight, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed written or verbal instructions. Ability to deal with problems involving few variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The principle duties and responsibilities of this job requires the employee to frequently lift (manually) or move material and products up to 50 pounds and occasionally 100 pounds. Frequent walking, long periods (10 hours) of standing is required. Frequent bending and reaching with arms extended upwards or outwards is also required. Extensive use of hands and fingers to grip, pinch, feel, hold or otherwise handle material is also required along with fine motor skills and finger dexterity needed to manipulate forklift and conveyor controls; Typical daily duties require the agility to frequently mount and dismount the forklift 50 to 75 times each day. The ability to visually distinguish colors and shades of color along with having normal (good) depth perception is also needed.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions.

The principle duties and responsibilities of this job requires work outside exposed to all types of weather conditions during all times of a calendar year. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and vehicles. Noise levels in the outside work environment are usually moderate and loud inside the manufacturing plants. Hearing protection is required when working inside the manufacturing plants.