POSITION TITLE: Forklift Operator

JOB CODE: 031562

DATE PREPARED: July 21, 1992
Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent operates gasoline, diesel, liquified gas, or electric-powered industrial trucks equipped with lifting devices such as forklift, boom, scoop, liftbeam, swivel-hook, fork grapple, clamps, elevating platform, or trailer hitch to push, pull, lift, stack, tier, or move products, equipment or materials to storage yard, factory, tunnel, or other designated work areas.

DIMENSIONS

The incumbent reports to an Operator Foreman or Operator General Foreman and has no supervisory responsibility.

NATURE AND SCOPE

1. Operates rubber-tired, tractor-type vehicles equipped with hydraulic or chain-powered forks to load, offload, lift, stack or move materials/equipment in storage yard or on construction site;

2. Positions forks under pallets, boxes, equipment or materials; raises, tilts fork, and transports load to designated area;

3. Observes hand signals in positioning, raising, tilting, and lowering of forks and listens for signals;

4. Performs lifting or material handling duties associated with this job;

5. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;

6. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<table>
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<th>Frequency</th>
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<tr>
<td>Constantly = Over 2/3 of time</td>
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<tr>
<td>Frequently = 1/3 - 2/3 of time</td>
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<tr>
<td>Occasionally = Less than 1/3 of time</td>
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1. Occasional standing/walking while adjusting loads in between driving tasks for short distances throughout work shift;

2. Frequent sitting, often for extended periods of time, while operating forklift; operator subject to jarring/bouncing/vibration depending on equipment and surface;

3. Occasional lifting/carrying 10 to 50 pounds; assistive devices available for lifting/carrying up to 75 to 100 pounds of parts/materials/supplies;

4. Frequent climbing one to two steps on/off forklift, depending on size, throughout work shift;

5. Frequent-to-constant bending/twisting at waist/neck while operating forklift. Forklift operation requires operator at times to look over shoulder while driving backwards;
Forklift Operator

6. May occasionally kneel/squat while adjusting loads, checking lot numbers, or retrieving items from lower shelf/floor areas;

7. Constant use of both hands/arms fingering/handling/reaching/grasping while operating forklift (left-hand operated, right-hand levers control);

8. Constant use of sight/hearing abilities required for safe operation of forklift; requires good peripheral vision, field vision, visual acuity in near-, mid-, and far-ranges, depth perception, and hand/eye/foot coordination;

9. Frequent use of speech in communicating with coworkers/supervisors.

Mental

1. Constant mental alertness and attention to detail while operating equipment, often in hazardous areas, working around workers and/or other moving equipment;

2. Must be able to read/write/speak English; must possess basic mathematical skills;

3. Must have basic mechanical aptitude to identify equipment malfunctions and assist in equipment changes;

4. Must be able to work independently and perform all work that is assigned;

5. Good visualization/spatial reasoning is required to perform work effectively/safely.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors 75 percent of the time. May be subject to extreme weather conditions. May require work at sites as much as 6,000 feet above sea level and/or work underground.

Tools & Equipment Used: Hand/power tools, hoist, lift-gate, lift truck, forklift, hand cart, dollies, barrel jack, scissor truck, general office equipment, computer, telephone, and other equipment when needed.; safety equipment includes hard hat, safety glasses, back belt, and steel-toed safety shoes. Some work environments may require the prolonged use of a breathing respirator and/or hearing protection.

REQUIRED TRAINING AND WORK EXPERIENCE

Requires completion of a recognized apprentice program or two years of experience on large forklifts, (20-ton capacity). Crane operator, dozer operator, loader operator, or scraper operator experience may be substituted for forklift experience.

OTHER SPECIAL QUALIFICATIONS

Must be certified as a Forklift Operator for forklifts of five tons and above according to REECo Safety Code H23. Valid driver’s license required.