

Job Description



Job Title: Forklift Operator/Warehouse
Department: Shipping Department
Reports to: Shipping Supervisor
Date: January 4, 2023

Summary:

This position is responsible for forklift operations, load/unload trucks, moving materials within the warehouse and building shipping crates for large machinery. Perform full range of routine to moderately complex functions, moving large industrial equipment for shipment domestically and overseas.

Duties & Responsibilities:

- Load and unload trucks using pallet jack and/or forklift truck
- Follow verbal and written work instructions
- Build crates and repack orders for shipments, measuring boxes, weighing, cubing, banding etc.
- Measure and cut wood to build crates for shipping
- Operate a variety of equipment and power tools such as saws, nail guns, drills, etc.
- Ability to adhere to safety rules and regulations
- Other duties as assigned

Qualifications & Requirements:

- Ability to operate forklift and certified
- Ability to follow directions and cut lumber to EXACT specified dimensions
- Ability to assemble crates as directed
- Ability to lift 75 pounds
- Ability to use powered tools, saws, tape measure, and other wood working related equipment
- Ability to work additional hours when requested

Education and Training:

- High School Diploma or equivalent
- Valid Driver's License
- Forklift Certification

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