

Job Title: Forklift Operator
Department: Warehouse
Reports to: Plant Manager
Organization Name: ERI Inc.
Organization Web Site: <http://www.electronicrecyclers.com>
About Our Organization: We recycle end of life electronics.
FLSA Status Non Exempt

General Purpose:

Operate industrial trucks or tractors equipped to move materials around the warehouse and storage yard. Duties include but are not limited to the following:

Responsibilities

- Perform routine inspections of Forklift and other material moving equipment by and documenting safety or mechanical problems.
- All ways stay aware of pedestrians and other vehicles and signal directions or warnings to them by using horn.
- Identifying Objects, Actions, and Events that could hazardous in the warehouse.
- Operate forklift to handling and moving objects.
- Move controls to drive electric-powered Forklift to transport materials between loading, processing, and storage areas.
- Move levers and controls that operate lifting devices, such as forklifts, lift beams and swivel-hooks, hoists, and elevating platforms, to load, unload, transport, and stack material.
- Position lifting devices under, over, or around loaded pallets, skids, and boxes, and secure material or products for transport to designated areas.
- Manually load or unload materials onto or off pallets, skids, platforms, cars, or lifting devices.
- Communicating with Supervisors, Peers, or Subordinates.
- Establishing and Maintaining Interpersonal Relationships.
- Operating Vehicles, Mechanized Devices, or Equipment.
- Documenting/Recording Information for incoming and outgoing loads.
- Use Forklift to move or fit heavy objects
- Load, unload, or stack containers, materials, or products in a safe manner.
- Operate packaging or banding machine or equipment.
- Use weighing or measuring devices always verifying and double checking work product.
- Use appropriate safety equipment at all times.
- Keeping area clean by sweeping 10 minutes before a break and before end of the shift.
- Report any ideas for efficiency and continuous improvement to Supervisors.
- Perform tasks while putting safety first.

Working Conditions:

Plant environment with exposure to dust, noise, equipment and machinery.

Qualifications

Education and Experience: Forklift Experience

Years of Experience: 6mos -1 year

Physical Requirements:

- Must be able to pass a pre-employment physical agility test given by our medical clinic.
- Physical agility is required to safely lift and carry 50 pounds: and to bend, stoop walk, reach overhead.
- Physical agility to push/pull, squat, twist, and turn without adverse physical injury is mandatory.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

ERI adheres to the provisions of ADA regarding reasonable accommodation procedures.

Activity	never	occasionally	Frequently	constantly
Sitting				X
Walking		X		
Standing		X		
Bending Neck			X	
Bending Waist			X	
Squatting		X		
Kneeling		X		
Crawling	X			
Twisting Neck				X
Twisting Waist				X
Repetitive Hand Use			X	
Simple Grasping R. Hand			X	
Simple Grasping L. Hand			X	
Power Grasping R. Hand		X		
Power Grasping L. Hand		X		
Pushing & Pulling R. Hand			X	
Pushing & Pulling L. Hand			X	
Reaching Above Shoulder		X		
Reaching Below Shoulder			X	
Lifting		X		

I have read and understand my job requirements and had the opportunity to ask and receive answers to my questions.

Date: _____

Employee

Signature: _____

