

JOB TITLE: Dock Personnel/Forklift Operator
Report To: Terminal Manager
Salary: Depends On Qualifications

SUMMARY

Load and unload trailers with miscellaneous freight, perform various handling duties,

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Prior to using equipment, performs operations and safety check including, battery, brakes, lift controls, fluids, and fire extinguisher.

Signs off on daily equipment check list certifying everything is in good operating condition.

Safely drives forklift to assigned area and proceeds to load/unload shipments checking documents required to assure job is being done correctly and without damage.

Carefully inspects freight for damage, verifies piece count and notates any discrepancies on the trailer manifest.

Assists other employees when needed with loading, lifting, and searching for freight.

Establish and maintain a positive working relationship with other employees and supervisors.

Assists customers when they come to the dock to pick up freight.

NON- ESSENTIAL DUTIES AND RESPONSIBILITIES Include the following. Other duties may be assigned.

Maintain education and professional expertise through attendance at job related seminars, Conferences and workshops.

Must be able to learn to drive a semi with trailer in order to move them around and swap out the loaded trailers with the empty trailers.

Preferred background in warehouse work but not essential to the position.

SUPERVISORY RESPONSIBILITIES

There are no supervisory responsibilities in this position.

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 the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or equivalent.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals written in English. Ability to write reports and effectively present information and respond to question from managers, clients, customers, and the general public both face to face and over the telephone.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as weights being loaded.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of situations where only limited time exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Must be able to pass a pre employment drug and physical test

Must be dependable, reliable, and mature enough to handle equipment safe and sensible manner

Must be able to operate a non-motorized pallet jack

Must have the ability to operate a forklift

Must have good housekeeping skills

Must be able to use a broom to sweep out trailers

KEY CONTACTS

Extensive contact with, Night operation supervisor

Extensive contact with other employees

Frequent contact with, Terminal manager

Moderate contact with, Safety Officer

CERTIFICATES, LICENSES, REGISTRATIONS

Must be able to get forklift certified through Valley Cartage Company before employment begins per OSHA regulations.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; sit; and use hands to finger, handle or feel. The employee is frequently required to stand; reach with hands and arms below and above shoulder; climb or balance; and stoop, kneel crouch, twist or crawl. The employee is frequently required to carry freight weighing up to 100 pounds for a distance to but not limited to 50 yards.

The employee must frequently pull on a pallet jack with materials on it weighing up to 3,000 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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. While performing the duties of this job, the employee is regularly required to work in extremely cold and/or hot conditions. May it be on a day, evening, or night shift. The employee is subject to loud noises, vibrations, hard working surfaces, lubricants and chemicals, fumes, dirt and inherent hazards of a forklift operator's work.



I (Applicant's Name) _____, have read and understand the forklift operators job description.

By signing below I acknowledge that I am physically capable of doing all the duties assigned without any accommodations being made.

(Print Name)

(Signature)

(Date)

Please return only this sheet and keep the job description for yourself when you drop off your application for employment.