



Position Description : Forklift Operator

Reports To: Plant Foreman & General Manager

Job Summary:

The Forklift Operator is responsible for the daily operation of a Class VII forklift as directed and without supervision while adhering to all rules and regulations mandated by safety policies and procedures. The team member is expected to accomplish daily needs safely and efficiently, as directed by the general manger. Applicants must have the physical ability to work in a precast concrete manufacturing industry.

RESPONSABILITIES:

- 1) Place safety first
- 2) Must complete Forklift training and certification
- 3) Loading, unloading, precast products from the production floor to the yard for storing and/or trailers for transporting.
- 4) Loading, unloading shipping, and receiving items.
- 5) Transporting materials to different locations within the facility.
- 6) Optimizing loads to ensure operational efficiency.
- 7) Securing loads to the machine before transportation.
- 8) Daily Forklift Inspection using checklist
- 9) Operating and managing technical equipment.
- 10) Inventory activities, including annual inventory count
- 11) Identifying workplace safety hazards
- 12) Adhering to safety management standards
- 13) Adhering to production schedules

Position Requirements

• **Education**

- 1) High school diploma/equivalent; a minimum of two years of related experience in trades specific to job requirements; or equivalent combination of education and experience

• **Experience**

- 1) 2 Years of experience or a degree in the building/construction design industry preferred.
- 2) Valid Driver's License
- 3) 2 Years of Forklift Operating

- **Knowledge**

- 1) Operate industrial equipment
- 2) Knowledge of proper use of hand tools such as hammer and tape measure
- 3) Read and interpret documents such as safety rules, operating and maintenance instruction, and procedure manuals.
- 4) Knowledge of concrete preferred.
- 5) Knowledge of safety polices and rules including the proper use of Personal Protective Equipment (PPE).

- **Skills**

- 1) Self-motivated, positive attitude, helpful and have strong organizational and planning skills
- 2) Able to multi-task at any given time and provide attention to accuracy and detail
- 3) Excellent communication skills; both oral and written
- 4) Customer service and team oriented
- 5) Must possess excellent interpersonal communication skills and the ability to work collaboratively during times of high staff stress in a non-threatening manner.
- 6) Ability Problem Solve
- 7) Punctual and accountable

- **Career Ladder**

- 1) With demonstrated knowledge and skills, may be promoted to a higher-level position

Conditions of Employment

- 1) Compliance: Employees will complete required annual mandatory training programs and adhere to all company policies.
- 2) Camp Precast Concrete Products is an equal opportunity employer. Camp Precast does not tolerate discriminating on the basis of race, national origin, color, religion, sex, sexual orientation, disability, age, veteran's status, genetic information or any other characteristics protected by law. Equal opportunities extended to all terms and conditions and privileges of employment, as well as the use of all company facilities participating in all company sponsored activities and employment actions such as promotions, compensation, benefits and terminating employment.

Signed: _____, Production/Reinforcement Date: _____

Signed: _____, Plant Foreman Date: _____

Signed: _____, General Manager Date: _____

Attachment I

PHYSICAL DEMANDS AND WORKING CONDITIONS

(Please include with the completed position description)

Job Title: _____

A. Weight-Related Functions and Categories

- Indicate the letter for the appropriate weight range for each category.

<input type="checkbox"/>	Lifting	a. 0 to 10 lbs.	e. 35 to 50 lbs.
<input type="checkbox"/>	Carrying	b. 11 to 24 lbs.	f. 51 to 74 lbs.
<input type="checkbox"/>	Pushing/Pulling	c. 25 to 34 lbs.	g. Over 74 lbs.

B. General Functions

- Type an (X) in appropriate boxes.

<input type="checkbox"/>	Sitting	<input type="checkbox"/>	Climbing	<input type="checkbox"/>	Reaching Above
<input type="checkbox"/>	Standing	<input type="checkbox"/>	Kneeling	<input type="checkbox"/>	Reaching Out
<input type="checkbox"/>	Walking	<input type="checkbox"/>	Crouching	<input type="checkbox"/>	Reaching Below
<input type="checkbox"/>	Driving	<input type="checkbox"/>	Twisting	<input type="checkbox"/>	
<input type="checkbox"/>	Bending	<input type="checkbox"/>	Balancing	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

C. Hand and Foot Manipulations

- Type an (X) in appropriate boxes.

Hand Manipulation Foot Manipulation

<input type="checkbox"/>	Simple Grasping	<input type="checkbox"/>	Foot Controls
<input type="checkbox"/>	Firm Grasping	<input type="checkbox"/>	Repeat Movement
<input type="checkbox"/>	Firm Manipulation	<input type="checkbox"/>	Use of leg
<input type="checkbox"/>	Pushing/Pulling		
<input type="checkbox"/>	Use of Hand		

D. Sensory Functions

- Type an (X) in appropriate boxes.

<input type="checkbox"/>	Far Vision	<input type="checkbox"/>	Depth Vision	<input type="checkbox"/>	Radio Communication
<input type="checkbox"/>	Near Vision	<input type="checkbox"/>	See Fine Details	<input type="checkbox"/>	Talking
<input type="checkbox"/>	Color Vision	<input type="checkbox"/>	Hear Normal Speech	<input type="checkbox"/>	Telephone

E. Environmental Conditions

- Type an (X) in appropriate boxes.

<input type="checkbox"/>	Chemical Agents	<input type="checkbox"/>	Heights	<input type="checkbox"/>	Hazardous or Moving Equipment
<input type="checkbox"/>	Dust, Fumes, Gases	<input type="checkbox"/>	Noisy Environment	<input type="checkbox"/>	Extremes in Temperature/Humidity

Verified by: _____

Date: _____

Attachment II
(Please include with the completed Position Description)
EXPOSURE CATEGORIES FOR OSHA

Exposure Determination:

Exposure (or potential exposure) to Hepatitis B (HBV) and Human Immunodeficiency Virus (HIV) is defined in terms of actual (or potential) skin, mucous membrane, or parental contact with blood, body fluids, or tissues. Each position is categorized according to likelihood of exposure. Protective equipment shall be readily available. Employees shall be educated in the appropriate use of protective equipment according to their job classifications.

Category I. Tasks involving exposure to blood, body fluids, or tissues:

All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of them are Category I tasks. Use of appropriate protective measures is required for every employee engaged in Category I tasks. All Category I tasks do not involve the same type or degree of risk and therefore all do not require the same kind or extent of protection. Specific combinations of clothing and equipment are tailored for specific tasks. Minimum levels of protection in most cases include use of appropriate gloves. If there is the potential for splashes, protective eyewear or face shields should be worn. If there is potential for clothing being soaked with blood, protective gowns or aprons should be worn.

Category II. Tasks that involve no exposure to blood, body fluids, or tissues, but employment may require performing unplanned Category I tasks:

The normal work routine involves no exposure to blood, body fluids, or tissues but exposure or potential exposure may be required as a condition of employment. Appropriate protective equipment (e.g., gloves, protective eyeglasses, masks, or gowns) will be readily available to every employee engaged in Category II tasks. Employees need not be wearing protective equipment but should be prepared to use appropriate protective gear on short notice.

All employees engaged in Category I and II exposure tasks are offered hepatitis B vaccine through Employee Health Services.

Category III. Tasks that involve no exposure to blood, body fluids, or tissues and Category I tasks are not a condition of employment:

The normal work routine involves no exposure to blood, body fluids, or tissues (although situations can be imagined or hypothesized under which anyone, anywhere, might encounter potential exposure to body fluids). Persons who perform these duties are not called upon as part of their employment to perform or assist in emergency medical care or first aid or to be potentially exposed in some other way. Tasks that involve handling of implements or utensils, use of public or shared bathroom facilities or telephones, and personal contacts such as handshaking are Category III tasks.

If Category I and II tasks do not exist in the department, then no specific personal hygiene or protective measures are required. However, these employees should be aware of the risk factors associated with transmission of HBV and HIV so that they can recognize situations that pose increased potential for exposure and know how to avoid or minimize personal risk.