



Industrial Truck Operator

Reports To: Supervisor	Division: Sedalia
FLSA Classification: Non-Exempt	Department: Production
Date: March 21, 2024	Approved By: Human Resources

Job Description:

Move, store, receive, ship raw material, finished parts, and products to Fabrication, Assembly areas, Storage, Stock Room, Warehouse, Shipping and Receiving areas by hand, hand truck and forklift.

Job Responsibility:

The following list of essential duties is not exhaustive. An employee may be required to perform additional tasks not listed below.

Essential job duties when operating an Industrial Truck in the following departments: Fabrication, Assembly, Paint, and Welding.

1. Read and interpret work order or follow oral instructions to pull raw materials from inventory, recording quantities deleted from inventory on printout.
2. Load and unload raw materials, materials in process and final products onto or from pallets, trucks, racks and shelves by hand, fork lift, pallet jack, hand truck or portable table.
3. Moves levers and presses pedals to drive truck and control movement of lifting apparatus. Position forks, lifting platform or other lifting device under, over or around loaded pallets, skids, boxes, products, or materials and transports load to designated area.
4. Organize and transport finished goods from the holding area(s) to the respective truck line bays and label using computer terminal and printer. Where designated loads or unloads commercial and private trucks.
5. Transport various parts and materials for all lines. Transport dumpsters and scrap bins in and out of building.
6. May load material into vehicles and install strapping, bracing, or padding to prevent shifting or damage in transit.
7. Convey material to designated area and put away in proper locations. Assure that all skids or containers are labeled to describe contents.
8. May count, weigh and record number of units of materials moved or handled on a daily production sheet.
9. Transport various types of lumber into building from storage areas.
10. May lift heavy objects by hand or with power hoist and cleans work area, machines, and equipment to assist machine operators and assembly workers.
11. Assure that all isles are kept clear and free of obstructions.
12. May perform tasks in which the Supervisor deems you are qualified and competent to perform. Examples of these tasks include, but are not limited to, assembly, packaging, crating, and inventory control that are associated with the flexible production cell assigned.
13. Perform daily safety check of forklift and notify Supervisor of any forklift in need of repair.
14. Record quality defects on quality control report and turn into lead person. Inform lead person of inappropriate stock levels.
15. Notify lead person or supervisor of equipment needing repair.
16. Must keep steel inventory correct.
17. Maintain positive work atmosphere by behaving and communicating in a manner that gets along with coworkers, supervisors, clients, and customers.

Essential Job duties when operating an Industrial Truck in the following departments: Stock Room,

Receiving, and Shipping.

1. Must have a basic knowledge of where all products are produced in the plant and how they are packaged.
2. Must coordinate shipments with all local facilities.
3. Read shipping order to determine items to be moved, gathered, packed and shipped.
4. Convey material or products from production area to storage or other designated areas by hand, hand truck or forklift.
5. Pack various parts in paperboard containers using spacers, fillers and protective padding.
6. Use tape machine or power stapler to seal container.
7. Sort and place material or items on racks, shelves or in bins according to predetermined sequence. Pull customers' orders from stock and place orders on pallets, wagons or skids and convey to shipping area.
8. Mark and label material or containers with identifying information.
9. Verify and keep records on outgoing shipments.
10. Verify shipments against bills of lading, making corrections on discrepancies.
11. Responsible for turning incomplete bills of lading and orders in to office.
12. Coordinate with various truck lines on pickups.
13. Inform supervisor of inappropriate stock levels.
14. Record quality defects on quality control report and turn in to lead person.
15. Assists the stockroom as required in the receiving, storage and disbursing of incoming materials.
16. Must be able to operate both a computer and printer.
17. Responsible for processing and shipping UPS.

Essential Knowledge and Skills Requirements

Certification required

Basic Computer Program Knowledge

Physical Job Requirements:

1. Speaking to employees and customers. - The ability to speak clearly and communicate information and ideas in speaking so others will understand.
2. Listening to employees and customers. - The ability to listen to and understand information and ideas presented through spoken words and sentences.
3. Sitting for extended periods of time.
4. Walking for extended periods of time.
5. Standing for continuous periods of time without being able to leave the work area.
6. Able to lift, push, or pull up to 40 pounds.
7. Carrying objects (in arms or on shoulders).
8. Grasping (applying pressure to objects).
9. Reaching (extending hands and arms in any direction).
10. Stooping and crouching (bending downward and forward).
11. Feeling (perceiving attributes of objects such as size, shape, temperature, or texture).

Mental and Visual Job Requirements:

1. Visual ability required includes close vision, peripheral vision, depth perception and the ability to adjust focus.
2. Ability to identify and distinguish colors may be required- Assemblers or Operators will need to be able to identify different color wires or use controls on machines.

3. Ability to judge distance and space relationships.
4. Ability to learn and comprehend instructions and orientation to the job
5. Ability to concentrate attention on task at hand for extended periods of time.

Required Abilities:

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.

Workplace Environmental Conditions:

This job operates in a manufacturing environment.

While performing duties of this job, you are frequently exposed to work near moving mechanical parts, electrical current and chemicals. The noise level in the environment is usually moderate.

Applicable Job Title			
Employee Signature and Date:			
Employee Printed Name:			
Supervisor Signature and Date:			