**JOB DESCRIPTION**

**POSITION:** Tech 2 Forklift Operator/Material Handler  
9600-07

**REPORTS TO:** Supervisor, Production Control/Warehouse

**SUMMARY:** Operate industrial trucks, tractors, Cranes, Manlifts, or forklifts, to move materials around a warehouse, storage yard, factory, construction site, or similar location.

**Responsibilities:**
The following is a list of the essential duties and responsibilities that are expected of the technician; however, additional duties may be assigned, as required.

- Positions forks, lifting platform or other lifting device under, over, or around loaded pallets, skids, boxes, products, or materials.
- Unloads and stacks material by raising and lowering lifting device.
- Loads or unloads materials onto or off of pallets skids or lifting device.
- Recharges forklift batteries, as required.
- Inspect product load for accuracy and safely move it around the warehouse or facility to ensure timely and complete delivery.
- Perform variety of routine tasks to assist in production activities.

**Preferred Education and Experience:**
It is preferred that an individual in this position has attained a minimum of HS diploma or GED to meet entry-level requirements. Education beyond the minimum is an added advantage for career development activities.

The individual will have a minimum more than 2 years industry experience or equivalent experience in a similar industry.

**Certificates, Licenses, Registration Requirements:**
- **License(s):** Current driver’s license
- **Certification(s):** None
- **Other Certifications:** Forklift, Man lift, Crane, Tractor
The employee will consistently demonstrate competency when engaged in the following critical and important tasks:

**Critical Tasks:**

- Recharge forklift battery, as required.
- Manually or mechanically load or unload materials from pallets, skids, platforms, cars, lifting devices, or other transport vehicles.
- Move controls to drive gasoline- or electric-powered trucks, cars, or tractors and transport materials between loading, processing, and storage areas.
- Move levers or controls that operate lifting devices, such as forklifts, lift beams with swivel-hooks, hoists, or elevating platforms, to load, unload, transport, or stack material.
- Operate or tend automatic stacking, loading, packaging, or cutting machines.
- Perform routine maintenance on vehicles or auxiliary equipment, such as cleaning, lubricating, recharging batteries, fueling, or replacing liquefied-gas tank.
- Position lifting devices under, over, or around loaded pallets, skids, or boxes and secure material or products for transport to designated areas.
- Signal workers to discharge, dump, or level materials.
- Turn valves and open chutes to dump, spray, or release materials from dump cars or storage bins into hoppers.
- Weigh materials or products and record weight or other production data on tags or labels.
- Answer company phone one way of communication with others.
- Arrange sheet metal in warehouse.
- Assure co-workers that they have correct parts.
- Deliver blowers motors for the air to flow through the units.
- Deliver electrical wire for the units on the line.
- Drive down the line on forklift to deliver parts
- Follow safety and quality policies.
- Stock copper in the warehouse.

**Important Tasks:**

- Lift up to 50 pounds.
- Arrange sheet metal for storage.
- Keep all material clear from aisles.
- Work in conditions below 32 degrees or above 90 degrees on occasion.

The above tasks are not intended to be an all-inclusive list of the characteristics of the job described. Rather, they are intended to describe the general nature of the job.