

# Faddis Concrete Products

## Forklift Operator Job Description

Job Title: Forklift Operator

Department: Yard

Reports To: Yard Supervisor

FLSA Status:

Prepared By: AA

Prepared Date: 05/31/2019

Approved By: TC

Approved Date: 05/31/2019

### Summary:

Responsible for removing completed concrete structures from the plant and loading trailers on a daily basis. Additionally, making sure that the yard is clean and organized and that completed structures are stored in the appropriate sections of the yard

### Required Experience/Skills:

- Highly safety conscientious
- Experience in working with large capacity forklifts (more than 36,000 lb. capacity)
- Working in outdoor environment
- Ability to move large size concrete structures safely and without causing physical damage to the structures
- Excellent communication skills when dealing with plant personnel and management

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Transports concrete structures from the manufacturing plant to the storage yard in a safe and efficient manner
- Unload delivery trucks and store manufacturing material, rebar, and wire-mesh in proper locations
- Conduct inventories of finished goods stored in the yard.
- Maintains organization of product in storage yard
- Loads trucks according to shipping ticket
- Unloads raw material coming into plant
- Maintains a safe storage yard free of debris and damaged product

### Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

## **Supervisory Responsibilities**

This job has no supervisory responsibilities. However, there is a potential to become a yard supervisor based on leadership potential

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies:

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

**Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

**Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**Business Acumen** - Understands business implications of decisions; Aligns work with strategic goals.

**Cost Consciousness** - Works within approved budget; Conserves organizational resources.

**Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment;

**Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Organizational Support** - Follows policies and procedures; Supports organization's goals and values; Benefits organization through outside activities;

**Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses.

**Judgement** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.

**Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

**Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

**Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

**Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**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 general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Language Skills:** English is required. Spanish is an added bonus

**Mathematical Skills:** No skills needed

**Reasoning Ability:** Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Inventory software and Manufacturing software.

**Certificates, Licenses, Registrations:** Current driver's license

**Other Skills and Abilities:** N/A

**Other Qualifications:** N/A

**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 stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 50 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 exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold and extreme heat. The employee is frequently exposed to vibration. The employee is occasionally exposed to risk of electrical shock; explosives and risk of radiation. The noise level in the work environment is usually loud.