EQUIPMENT OPERATOR

# Position Overview

Promote a high degree of customer satisfaction within the company. Unload trailers, receive and place incoming freight in specified warehouse area, accounting for the quantity and condition. Fill orders by accurately picking merchandise from warehouse areas. Prepare merchandise for shipping and load into trailers.

* **Reports to:** Lead equipment operator, supervisor, assistant warehouse manager, and warehouse manager.
* **Coordinates with:** Lead equipment operator, supervisors, hostlers, drivers, and coworkers.

## Essential Job Functions

* Respond to all questions and requests politely and promptly.
* Work as a team with lead equipment operators, supervisors, assistant warehouse manager, warehouse manager, hostlers, drivers, and coworkers to complete daily work assignments.
* Operate all equipment in a safe, efficient, and reasonable manner.
* Unload/load all company trucks and outside carrier trucks quickly and safely.
* Process orders and paperwork quickly, safely, and accurately.
* Ensure all incoming/outgoing freight is accurately received/picked and placed in its proper staging area.
* Keep the warehouse neat, clean, and orderly at all times.
* Perform all pre-shift inspections of equipment and report any problems or malfunctions of equipment to immediate supervisor.

## Physical Requirements

Occasionally = up to 1/3 shift

Frequently = up to 2/3 shift

Continuously = throughout shift

* Standing: Frequently in combination with walking on concrete surface.
* Sitting: Continuously while driving sit down forklift. 0% of the time while driving stand up forklift and other warehouse activities.
* Walking: Frequently in combination with standing.
* Worker Mobility: Workers can change positions frequently throughout work shift.
* Carry/Lift: Continuously and independently, work with 0-75 pounds depending on product and materials being handled. Continuous carrying/lifting and handling of cased product. Lifting devices and assistance is available for moving greater than 75 lbs. Occasionally required to lift and/or carry in awkward positions while loading and unloading truck trailers.
* Pushing/Pulling: Occasionally and independently, push/pull multiple case lots of product on pallet jacks and hand trucks while loading or unloading the truck trailers.
* Bending/Squatting: Continuously while moving freight, verifying merchandise counts, and disposing of cardboard in the prescribed manner.
* Reaching/Handling: Use of fingers/hands/arms continuously. Frequent overhead reaching needed for higher stocking, retrieving, loading, and unloading of truck trailers.
* Grasping/Squeezing: Continuously throughout work shift.
* Twisting: Frequently throughout work shift.
* Climbing: May occasionally, climb ladders to reach higher areas. Frequently climbing on and off forklifts.
* Crawling: Occasionally while loading or unloading truck trailers.
* Hearing: Continuously throughout work shift.

## Social Skill Requirements

* Must have the ability to positively interact with others
* Must have the ability to communicate well verbally and in writing using the English language

## **Aptitude Requirements**

* Must qualify for “Forklift Operator” certification.
* Must be able to read English and write it legibly
* Must be able to perform basic math functions
* Must have the ability to analyze, reason, and make decisions
* Must be able to learn and retain new skills

## Environmental Requirements

* This job operates in an open warehouse or dock area
* Continual exposure to outside elements
* Possible exposure to chemicals and/or compounds throughout work shift.

This position summary is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**After reviewing this position summary, can you perform all of the functions listed? 🞏 Yes 🞏 No**

If no to the above, please identify any functions that you are unable to perform:

I verify that I have thoroughly reviewed the position summary for Equipment Operator and that I understand the job requirements and essential job functions.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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