

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.  
POSITION DESCRIPTION**

**POSITION TITLE:** Forklift Operator

**JOB CODE :** 031562

**DATE PREPARED :** July 21, 1992

**Revised:** December 13, 1993

**SUMMARY STATEMENT**

The incumbent operates gasoline, diesel, liquified gas, or electric-powered industrial trucks equipped with lifting devices such as forklift, boom, scoop, liftbeam, swivel-hook, fork grapple, clamps, elevating platform, or trailer hitch to push, pull, lift, stack, tier, or move products, equipment or materials to storage yard, factory, tunnel, or other designated work areas.

**DIMENSIONS**

The incumbent reports to an Operator Foreman or Operator General Foreman and has no supervisory responsibility.

**NATURE AND SCOPE**

1. Operates rubber-tired, tractor-type vehicles equipped with hydraulic or chain-powered forks to load, offload, lift, stack or move materials/equipment in storage yard or on construction site;
2. Positions forks under pallets, boxes, equipment or materials; raises, tilts fork, and transports load to designated area;
3. Observes hand signals in positioning, raising, tilting, and lowering of forks and listens for signals;
4. Performs lifting or material handling duties associated with this job;
5. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
6. Performs related work as required.

**ESSENTIAL JOB FUNCTIONS**

**Physical**

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking while adjusting loads in between driving tasks for short distances throughout work shift;
2. Frequent sitting, often for extended periods of time, while operating forklift; operator subject to jarring/bouncing/vibration depending on equipment and surface;
3. Occasional lifting/carrying 10 to 50 pounds; assistive devices available for lifting/carrying up to 75 to 100 pounds of parts/materials/supplies;
4. Frequent climbing one to two steps on/off forklift, depending on size, throughout work shift;
5. Frequent-to-constant bending/twisting at waist/neck while operating forklift. Forklift operation requires operator at times to look over shoulder while driving backwards;

## Forklift Operator

6. May occasionally kneel/squat while adjusting loads, checking lot numbers, or retrieving items from lower shelf/floor areas;
7. Constant use of both hands/arms fingering/handling/reaching/grasping while operating forklift (left-hand operated, right-hand levers control);
8. Constant use of sight/hearing abilities required for safe operation of forklift; requires good peripheral vision, field vision, visual acuity in near-, mid-, and far-ranges, depth perception, and hand/eye/foot coordination;
9. Frequent use of speech in communicating with coworkers/supervisors.

### **Mental**

1. Constant mental alertness and attention to detail while operating equipment, often in hazardous areas, working around workers and/or other moving equipment;
2. Must be able to read/write/speak English; must possess basic mathematical skills;
3. Must have basic mechanical aptitude to identify equipment malfunctions and assist in equipment changes;
4. Must be able to work independently and perform all work that is assigned;
5. Good visualization/spatial reasoning is required to perform work effectively/safely.

### **WORKING CONDITIONS AND EQUIPMENT USED**

Work is performed outdoors 75 percent of the time. May be subject to extreme weather conditions. May require work at sites as much as 6,000 feet above sea level and/or work underground.

Tools & Equipment Used: Hand/power tools, hoist, lift-gate, lift truck, forklift, hand cart, dollies, barrel jack, scissor truck, general office equipment, computer, telephone, and other equipment when needed.; safety equipment includes hard hat, safety glasses, back belt, and steel-toed safety shoes. Some work environments may require the prolonged use of a breathing respirator and/or hearing protection.

### **REQUIRED TRAINING AND WORK EXPERIENCE**

Requires completion of a recognized apprentice program or two years of experience on large forklifts, (20-ton capacity). Crane operator, dozer operator, loader operator, or scraper operator experience may be substituted for forklift experience.

### **OTHER SPECIAL QUALIFICATIONS**

Must be certified as a Forklift Operator for forklifts of five tons and above according to REECO Safety Code H23. Valid driver's license required.