

FORKLIFT OPERATOR

DEFINITION

Operates a forklift, narrow-aisle reach lift, reach truck, or an order picker to move and place materials and equipment to and from bulk storage or 30' high racks or trucks.

TYPICAL DUTIES

Operates a forklift or a narrow-aisle reach lift, reach truck, or an order picker to transport materials to and from trucks, shipping and receiving docks, and various stock and storage locations.
Moves stock, pallets, skids, and other items manually as required.
Keeps simple records, such as quantities of items moved, storage locations, and daily records of work performed.
Performs routine battery servicing and preventive maintenance for forklifts, narrow-aisle reach lifts, reach trucks and order pickers.
May verify the correctness of supplies and equipment against various documents prior to movement of material.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Forklift Operator spends more than half of assigned working time operating a forklift or narrow-aisle reach lift, reach truck, or an order picker to transport materials and equipment.

A Principal Stock Clerk performs manual and clerical duties in connection with one or more supply operations, exercises supervision over Forklift Operators, and may exercise supervision over Stock Workers.

A Stock Worker performs general entry-level duties of placing stock in storage and readying orders for shipment.

SUPERVISION

General supervision is received from a Principal Stock Clerk or Head Stock Clerk. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Safe and efficient operation of forklifts, narrow-aisle reach lifts, reach trucks, and order pickers
Load limitations of forklifts, narrow-aisle reach lifts, reach trucks, and order pickers
Procedures used in general warehouse operations
Data entry experience on a mainframe inventory records system desirable (WMS).

Ability to:

Operate power-driven equipment including forklifts, narrow-aisle reach lifts, reach trucks, and order pickers

Special Physical Requirements:

- Safely lift and carry heavy supplies and equipment up to 100 pounds
- Visual acuity to read detailed documents and numerical sequences accurately
- Motor ability and depth perception required to operate a forklift, narrow-aisle reach lift, reach truck, or an order picker
- Ability to do physical work under conditions involving temperature extremes

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Three months of experience in operating a forklift, reach truck, order picker or similar equipment on a regularly assigned basis, preferably in a warehouse situation.

Special:

A valid California Driver License.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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03-05-20
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