



Signal Metal Industries, Inc.

Forklift Operator

Department: Warehouse

FLSA Status: Non-Exempt

Grade/Level: Salary Grade Forklift

Work Schedule:

Actual Shift assigned by Manager or Supervisor. Possible 8-12 hours shifts
4-6 days/week.

Job Status: Fulltime

Reports To: Manager/Supervisor

Travel Requirements: None

Position Supervised: None

POSITION SUMMARY

Assisting in plant operations including production, grinding, torch cutting, part preparation, and machine operations. Performing general labor duties, moving heavy materials, loading and unloading materials, assist with preventative and routine maintenance on plant equipment, cross train in all plant functions, follow all safety rules regulations and procedures as set forth by Company policy and other general labor duties as required.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Must be able to perform all duties with required and correct personal protective equipment (PPE).
- Move controls to drive gasoline- or electric-powered trucks, cars, or tractors and transport materials between loading, processing, and storage areas.
- Move levers and controls that operate lifting devices, such as forklifts lift, beams and swivel-hooks, hoists, and elevating platforms, to load, unload, transport, and stack material.
- Position lifting devices under, over, or around pallets, skids, flat steel products, boxes, and secure material or products for transport to designated areas.
- Manually load or unload materials onto or off pallets, skids, platforms, cars, or lifting devices.
- Perform routine maintenance on vehicles and auxiliary equipment, such as cleaning, lubricating, daily check of fluids, recharging batteries, fueling, or replacing liquefied-gas tank.
- Weigh materials or products, and record weight and other production data on tags or labels.
- Operate or tend automatic stacking, loading, packaging, or cutting machines.
- Hook tow trucks to trailer hitches and fasten attachments, such as graders, rollers, and winch cables to tractors, using hitch pins.



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POSITION QUALIFICATIONS

- Working knowledge of general industrial or metal shop environments.
- Ability to accept responsibility and account for his/her actions.
- Organized the trait of being organized or following a systematic method of performing a task.
- Resource Management (People & Equipment) - Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Communication, Oral - Ability to communicate effectively with others.
- Accuracy - Ability to perform work accurately and thoroughly.
- Responsible with the ability to be held accountable or answerable for ones conduct.
- Reliable with good attendance.

SKILLS & ABILITIES

Educations: High School Graduate or GED

Experience: One to two year related experience

Computer Skills

Basic ability to operate computers with a general knowledge of e-mail and production related programs.

Certificates & Licenses

Must take and pass the Signal Metal certification test.

Other Requirements

PHYSICAL REQUIREMENTS:

- Must be able to perform duties in a safe manner. This job requires the ability to wear a hard hat, safety glasses, metatarsal boots, hearing protection, and other required PPE equipment.
- Must be able to bend, stoop, climb, and reach around all areas of equipment.
- Lift up to 50lbs.
- Will work in varied environments (in all weather conditions heat, cold, wet, humid, dry and/or dusty conditions).
- Read, comprehend and complete basic checklists, forms or other related documents.
- Must be willing to work overtime as required.
- Must wear appropriate safety gear and proper attire at all times. Must have keen hand and eye coordination.



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PHYSICAL DEMANDS

Physical Demands

Stand	C (Constantly)
Walk	F (Frequently)
Sit	O (Occasionally)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	F (Frequently)
Crawl	F (Frequently)
Squat or Kneel	F (Frequently)
Bend	F (Frequently)

Lift/Carry

10 lbs. or less	F (Frequently)
11-20 lbs.	O (Occasionally)
21-50 lbs.	O (Occasionally)
51-100 lbs.	N (Not Applicable)
Over 100 lbs.	N (Not Applicable)
Push/Pull	
12 lbs. or less	F (Frequently)
13-25 lbs.	O (Occasionally)
26-40 lbs.	O (Occasionally)
41-100 lbs.	O (Occasionally)

N (Not Applicable)

O (Occasionally)

F (Frequently)

C (Constantly)

Activity is not applicable to this occupation.

Occupation requires this activity up to 33% of the time (0-2.5+ hrs. /day)

Occupation requires this activity from 33-66% of the time (2.5-5.5+ hrs. /day)

Occupation requires this activity more than 66% of the time (5.5+ hrs. /day)