



HMS Mfg. Co. Job Description - Little Rock, AR

Department: Warehouse
Job Title: Forklift Operator
Reports To: Warehouse Supervisor
Hours Required: 40+
FLSA Classification: Non-Exempt
Supervisory Responsibilities: None

Job Summary

The Forklift Operator is responsible for transferring materials to and from various locations using an industrial forklift truck.

Major Responsibilities

- Identifies and transports requested materials to and from various locations.
- Uses production schedules and/or shipping orders to identify, verify, and transport requested raw materials, equipment, or processing materials.
- Applies understanding of machine loading capacity and loading schedule, ensuring prompt and efficient delivery of required items.
- Uses protective materials and strapping equipment to protect and secure loads; once delivered, removes strapping and wrapping, then safely disposes of waste materials in designated containers or areas.
- Reports any problems with materials or transportation to supervisor.
- Manages and piles drums, skids, pallets, and other supplies in specified areas.
- Services equipment as needed and reports mechanical or electrical difficulties to supervisor.
- Maintains forklift checkout book as required
- Performs other related duties as required and assigned.

Skills Required

- High school Diploma/GED or equivalent experience required.
- One (1) to two (2) years prior forklift experience preferred.
- Previous stand-up forklift experience preferred.
- Ability to read, write and communicate in English.
- Ability to work in a fast-paced team environment.
- Ability to complete day to day activities in allotted amount of time.
- Detail oriented.
- Excellent oral and written communication skills.
- Ability to operate equipment vehicles safely.

Physical Demands

- This is a safety sensitive function.
- Ability to lift and/or move up to 50 pounds occasionally.
- Ability to stand and walk around for extended periods of time.
- Ability to frequently bend, twist and lift above the head as needed.

HMS Mfg. Co. is an Equal Opportunity Employer. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. You may be asked by supervisors or managers to perform other duties. Duties, responsibilities, and activities may change at any time with or without notice. This job description is not a contract for employment and either you or HMS Mfg. Co. may terminate employment at any time, for any reason, without notice and without cause.

This job description has been approved by

Human Resources

Date

Employee's signature below indicates the employee understands the information contained herein and the requirements, essential functions, and duties of the position.

Signature

Date

Print Name
