

Forklift Driver Job Description

Duties and Responsibilities:

- Move merchandize from one place to another using the forklift
- Operate other mechanical devices and/or other controls that operate lifting devices like lift beams
- Load, unload, move, and pack materials
- Inspect products to be moved for accuracy, and safely move them to warehouse or factory
- Load and offload materials onto and off pallets skids, and vehicles
- Place the forklift and other lifting tools over, under, or around loaded boxes, pallets, or skids
- Ensure that materials loaded to be transported are secure
- Ensure that products are safely moved to designated areas
- Weigh merchandize and record weight or other production data on labels or tags
- Observe and comply with quality, environment, health, and safety procedures
- Personally check all quality descriptions of the merchandize to be moved
- Ensure that the products are properly stacked
- Carry out routine checks on the forklift and other devices
- Report to the warehouse manager or supervisor
- Stack and empty inbound shipments
- Build, pick, and pack of pallets
- Perform quality check on all inbound merchandise
- Carry out regular check and maintenance on the forklift and other control equipment
- Recognize and report mechanical and electrical flaws to the warehouse manager
- Manually pack merchandise in the stockroom/warehouse
- Move item from the stockroom to different units inside the organization either utilizing the forklift or by hand

- Pack and move different things other than products as instructed by the supervisor
- Move wastes, chemicals and other items using the forklift
- May be required to drive trucks and other movable machines.

Forklift Driver Requirements – Skills, Knowledge, and Abilities

- The job involves lifting of heavy loads mechanically and sometimes manually. So, forklift drivers must have a lot of stamina and physical strength. They must be able to bend, kneel and stoop from time to time. They must have the endurance to sit and drive the forklift for a very long time
- He/she must possess the necessary training and certificates necessary to drive a forklift and other similar mechanical devices
- He/she must have the necessary safety training and certificates, and must be safety conscious
- He/she must be of the legal age stipulated by law for a forklift driver position. Ideally, the person must be up to 18 years of age or more
- A good vision is imperative as well as sound health, as the driver may be required to work in extreme temperatures and sometimes may be asked to move hazardous chemicals or wastes
- Experience as a forklift driver is often required. Some companies provide on-the-job training for their new forklift drivers by attaching them to an experienced driver
- Must be willing to work flexible shifts as he/she may be required to load or unload cargo during weekend, holidays, or even at night
- He/she is expected to possess excellent communication skills; he/she must be able to listen to and take instructions from the warehouse manager and adhere strictly to them
- Good numerical skill is also very essential for effective forklift driving work as the driver is expected to weigh and accurately record the weight and description of the merchandize being moved
- He/she must have the ability to work in high pressure environment
- Must have a minimum of high school diploma to be able to effectively handle the paper work associated with the job of driving the forklift.