

# Forklift Operator Job Description

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## Duties and Responsibilities:

- Load and unload inbound shipments
- Move merchandise to storage locations
- Building, picking, and packing pallets
- Perform quality checks on inbound goods
- Carryout simple maintenance on the forklift, like recharging its battery and refueling
- Identify and report mechanical and electrical faults to the supervisor or to the right technicians
- Pack goods in the warehouse by hand when situation demands
- Identify and report damage or safety concerns to managers and supervisors
- Move product from the warehouse to other units within the company either by using the forklift or by hand
- Stacking empty pallets and relocation of pallets
- Pack and move other items other than goods as instructed by supervisors, such as packing hazardous wastes
- Weigh goods and record the weight in a log sheet.

## Forklift Operator Requirements – Skills, Knowledge, and Abilities

- Age and Maturity: To be employed as a forklift operator, it is expected that you must have attained at least 18 years. In some countries, 15 years is regarded as the labor force entering age. Therefore a person of 15 years and above is allowed by law to do any kind of job including operating a forklift. Though a person of 15 years can handle a hand forklift if well trained but operating a bigger forklift truck – the type used in construction sites and dockyards – require an adult and an emotionally mature individual
- Training and Education: A forklift driver may not be a degree holder but he/she must be well trained in forklift operation. Some firms also demand for a proof of training in health and safety skills

- Experience: Most forklift drivers receive practical, on the job training. So, to employ one as a forklift operator, companies usually demand for at least 2 years or more experience in forklift operation
- Physical Strength: The operator must be physically fit and must be able to lift loads of up to 50 pounds without the lift truck. This is because sometimes the job may require physical lifting, moving, and packing of pallets
- Forklift operators must have a good knowledge of warehouse arrangement and functionality
- He/she must be free of any kind of respiratory disease, and be willing and able to work in extreme temperatures
- Valid driving license to operate a forklift and other motorized machines of sort
- The operator must be a good communicator with the ability to adhere to instructions
- Good math skill and good sense of balance is equally important
- He/she must be able to work in different positions for a very long period – stand, sit, bend, and kneel
- Good vision is also very important to work as a forklift operator.