



MENDOCINO FOREST PRODUCTS COMPANY, LLC

Position Title: Forklift Operator
Work Location: Ukiah

SUMMARY

Drives gasoline, liquefied gas, or electric powered industrial truck equipped with lifting devices such as forklift, to push, pull, lift, stack, tier, or move products, equipment, or materials throughout the grounds. Participates constructively to the movement and warehousing of products to ensure the Business Unit is able to meet customer requirements for superior products in the most safe and service-oriented manner available.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following. Other duties may be assigned.

- Moves levers and presses pedals to drive truck and control movement of lifting apparatus;
- Positions forks, lifting platform, or other lifting device under, over, or around loaded pallets, skids, boxes, products, or materials or hooks tow trucks to trailer hitch, and transports load to designated area or truck;
- Unloads and stacks material by raising and lowering lifting device;
- Inventories materials on work floor, tallies product and maintains stock rotation;
- Loads or unloads materials onto or off of pallets, skids, or lifting device;
- Performs preoperational checks on forklifts and reports any/all service and operational concerns;
- Participates in the quarterly inventory audit;
- Loads or unloads materials onto or off of pallets, skids, or trucks for dry kilns;
- Communicates regularly with other team members and participates in team effort in work area.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or GED; minimum two years related sawmill / planer experience and/or training; or equivalent combination of education and experience. A qualified candidate will possess a current forklift operator's license, or be able to provide proof that he or she had possessed a forklift operator's license previously. Ability to operate a hand-held calculator, preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the duties of this position, the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and communicate. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this position include close, distance, color, peripheral, depth perception, and ability to adjust focus.

APPLICATION PROCESS

Interested applicants should send a cover letter and resume including salary history to jadams@hrcllc.com or email to request an application.

We offer a competitive compensation package including medical, dental, vision, life, disability, vacation, paid holidays, and additional ancillary benefits.