

Material Handler/Forklift Operator/Yard Crew - Job Description

Title: Material Handler / Forklift Operator / Yard Crew

January 2019

Classification: Regular Full Time; Non-Exempt

Location: Hammond, Indiana

Position Reports to: Shop Manager

Position Supervises: N/A

Overview

This job description is a general outline of the responsibilities for the position.

The Material Handler/Forklift Operator/Yard Crew will load and unload materials and equipment safely and in compliance with regulations and Korellis Roofing's policies.

As a Korellis Roofing employee, maintaining an expected professional and ethical behavior while away from or at the workplace is of paramount importance.

Korellis stresses an open-door policy and requires a teamwork approach and sharing of responsibilities. Any candidate should be able to adapt and co-exist within this office mindset and environment. Korellis Roofing is an Equal Employment / Affirmative Action Employer.

Education and/or Experience

- High School Diploma or Equivalent
- OSHA 10, Forklift, Signal / Rigging, Haz-com
- Valid driver's license to drive company vehicles

Skills and Personal Attributes:

- Forklift trained
- High energy level
- Able to lift 30 lbs.
- Ability and willingness to work overtime
- Successful drug/alcohol and background screenings

Responsibilities Include:

- Load and unload materials and equipment safely and in compliance with regulations
- Ensure all necessary material and equipment are loaded in a timely fashion and foreman requests are complete
- Take material/trucks to jobsites or transfer stations
- Record materials received back from jobs as trucks are unloaded including the recording of the part number, quantity and job reference
- Assist with ground maintenance which includes snow removal
- Assist Shop Manager with stocking of materials, inventory control, and miscellaneous duties to ensure safety, cleanliness and organization of the facility
- Follow proper safety procedures and Korellis Roofing's policies

Projects and Other Duties, as assigned