



Quality Aluminum Products Job Description

Job Title: Shipping Fork Truck Driver

Department: Shipping

Reports To: Plant Supervisor

FLSA Status: Non – Exempt

Summary: The main goal of the shipping fork truck driver is to support the loader by retrieving finished goods to staging area and loading trucks by performing the following duties. This job has no supervisory responsibilities.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Transport material by utilizing a Hilo safely throughout facility.
- Facilitate customer fulfillment based on daily schedules and priority levels as assigned by the loader.
- Maintain in depth product knowledge. Codes, weights, thickness, storage location, type of metal (aluminum, steel, etc.)
- Complete daily Hilo check-in/pre-use inspection. Logging results to remain compliant.
- Communicate status and needs between Loaders, shipping helpers and supervision.
- Ensure quality standards are maintained by watching for product defects of raw and finished goods. Report to corresponding supervisor.
- Ability to maintain regular attendance at QAP facility.
- Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Maintain a high level of organization and cleanliness by utilizing 5s standards.
- Assist picking and pulling products when needed.
- Any additional task assigned by management.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Focus

Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.



Integrity and Trust

Is widely trusted; is seen as direct, truthful individual, can present the unvarnished truth in an appropriate and helpful manner; keeps confidence; admits mistakes; doesn't misrepresent himself/herself for personal gain.

Perseverance

Pursues everything with energy, drive and a need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks

Comfort Around Higher Management

Can deal comfortably with more senior managers; can present to more senior managers without undue tension and nervousness; understands how senior managers think and work; can determine the best way to get things done with them by talking their language and responding to their needs; can craft approaches likely to be seen as appropriate and positive.

Informing

Provides the information people need to know to do their jobs to feel good about being a member of the team, unit, and/or the organization; provides individuals information so that they can make accurate decisions; is timely with information.

Composure

Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.

Patience

Is tolerant with people and processes; listens and checks before acting; tries to understand the people and the data before making judgments and acting; waits for others to catch up before acting; sensitive to due process and proper pacing; follows established process.

Time Management

Use his/her time effectively and efficiently. Values time; concentrates his/her efforts on the more important priorities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or



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ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Less than high school education; or one month to three months of related experience or training; or equivalent combination of education and experience.

Language Skills/Mathematical Skills

Ability to add, subtract and count in simple units of measurement (whole numbers). Ability to read basic English. Interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and write simple lists.

Certificates, Licenses, Registrations

Ability to earn and maintain hilo license. Must follow all OSHA standards and regulations.

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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. You must notify the company if such an accommodation is needed.

While performing the duties of this job, the employee is regularly required to sit for most of the 8 + hour shift. Must have the ability to use hands to handle, grab, lift, pull or feel; reach with hands and arms. The employee is frequently required to stoop, kneel, and crouch. Occasionally lift up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to navigating pedestrian traffic. The employee is occasionally exposed to hot, cold and rainy weather conditions. The noise level in the work environment is high. The use of hearing protections is encouraged. We also require steel toed shoes and protective eyewear at all times in the plant.



I understand as written, and I agree to the terms and conditions of this job description. I understand that this job description as well as the employee handbook sets forth the terms and conditions of my employment. I further understand that any violation of the rules or deficiencies in performance may lead to disciplinary action, up to and including discharge. Nothing in this job description is intended to, or shall modify, or alter Quality Aluminum's "AT WILL" employment policy. I also understand that Quality Aluminum may alter this job description or add any duties as necessary.

Employee Signature

Date