

Job Description – Jr. Forklift Operator/Yard Helper

Basic Role:

Transport, locate, stack, load and unload containers on incoming and outgoing trucks. Maintain yard storage organization; participate in positioning audits and complete other tasks as requested.

Position Responsibilities:

Greet and assist truckers on the premises,
Load or offload trucks efficiently and with priority over other tasks,
Update the gate status immediately upon loading or unloading a container,
Move containers into queue for washing,
Move containers into appropriate storage locations based on length and type,
Ensure container locations are current in company when moved within the yard,
Perform data remediation as required,
Verify container contents incoming or outgoing if there are any listed,
Review any special notes made on container profile and perform listed tasks, and
Pretrip (plug-in, set temperature & monitor responses) refrigerated units as directed.

Equipment Used:

36000lb Forklift, 15000lb Sidepick 4 High Stacker, Computer, Telephone.

General Responsibilities:

Provide good internal and external customer service with a cheerful disposition,
Perform simple equipment/machinery maintenance as directed,
Operate a computer: use a keyboard and mouse,
Have an understanding of basic word processing,
Use simple existing spreadsheets if necessary,
Receive, send, and reply to company email in a timely manner,
Use company software to complete required paperwork for jobs,
Sign in and out of company software for all shifts,
Follow all safety policies and procedures,
Participate in process improvement initiatives,
Maintain an orderly work space,
Contribute to a positive, congenial work environment,
Perform inventory control activities, and
Perform other duties as directed including general yard work.

General Skills and Abilities:

Use common sense and independent thought to solve problems,
Work comfortably without direct supervision,
Interpret customer requests and impart that information to others accurately,
Understand verbal and written directions,
Demonstrate good communication skills with a functional understanding of English, and
Be a punctual, reliable and responsible person.

Education, Certifications or Experience:

Forklift License
Class 7 Container Handler Certification (nice to have)
Previous forklift experience is an asset but we will train the right candidate.