



1601 Ronald Reagan Blvd., Longwood, FL 32750 Phone: (407) 339-5311 Fax: (407) 339-7491

Roles and Responsibilities Block Forklift Operator

- Philosophy:** The Forklift Operator is primarily responsible for clearing the line of cubed product and placing finished product in the storage yard. He must do this in a safe and expeditious manner, carefully adhering to both plant and yard safety practices. He is an integral part of the block manufacturing team and assists in the maintenance and housekeeping of both the block plant and storage yard.
- Safety:**
- Personal Protective Equipment. The Forklift Operator always wears the appropriate safety equipment, including hardhat, steel-toe boots, safety glasses, and hearing protection, where applicable.
 - Daily Equipment Inspections. The Forklift Operator thoroughly performs required daily equipment inspections on the forklift and other equipment to prevent mechanical problems that could result in a safety incident. He completes and turns in a daily equipment inspection report for the forklift.
 - Deadlined Equipment. The Forklift Operator will not, under any circumstances, operate a forklift or any other piece of equipment that is mechanically unsafe. Additionally, he will never operate equipment at excessive speeds or in any other unsafe manner.
 - Alertness on the yard. The Forklift Operator is continuously alert and watchful of potential hazards. He is responsible for immediately stopping and correcting any unsafe behaviors he witnesses.
- Quality:** Product Quality. The Forklift Operator is responsible for stocking materials on the yard in a careful manner and should report to management any defects observed in materials being delivered and any damage that occurs in the course of delivery to the yard.
- Efficiency:** Safe and Effective Material Handling. The Forklift Operator stocks materials on the yard in a way that is both safe and maximizes the ease with which other team members can access the materials for loading onto trucks.
- Customer Service:** Customer Focused. The Forklift Operator regularly interacts with customers who are picking up material. He must be courteous and professional at all times when interacting with customers.
- Appearance:** Personal. The Forklift Operator is always dressed in accordance with company policy, and is in good mental and physical condition.

CONCRETE BLOCK STEEL

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Forklift. The Forklift Operator keeps all equipment for which he is responsible both clean and properly maintained.

Storage Yard. The Forklift Operator is responsible for maintaining the storage yard in a neat, orderly and safe condition. He cleans up broken block and other waste, re-assembles damaged cubes of block and ensures that all materials are stored neatly and in the correct area.

Block Plant. The Forklift Operator assists with the cleaning and maintenance of the block plant as requested and directed by the Block Plant Manager.