CITY OF EL CERRITO

FORKLIFT OPERATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <u>not</u> intended to reflect all duties performed within the job.

DEFINITION

To perform unskilled and semi-skilled labor in the operation and maintenance activities of the City's recycling program, such as drop-off center processing and maintenance duties, including handling, processing and shipping of materials; and to operate a variety of equipment in the collection and processing of recyclable materials; to provide information to the public on recycling program and procedures, and to assist in curbside pick-up.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform many of the duties required of Recycling Maintenance Workers, but are not expected to obtain a Class B California Drivers License, nor function at the same skill level and will usually exercise less independent direction and judgment regarding work procedures and methods. Work is carefully supervised at first and follows established patterns and procedures, and is explained before the work is started. Generally, changes in procedures or exceptions are explained in detail as they arise. Must possess OSHA compliant forklift certification, or be able to obtain such certification within first two (2) months after hire date. Interested Forklift Operators may be eligible for on-the-job training for a Class B License.

SUPERVISION RECEIVED AND EXERCISED

Receives direct and general supervision from the Recycling Operations Supervisor, and from the Recycling Maintenance Workers.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Operate forklift to move materials, bins, and pallets.

Maintain the Recycling Center yard, including picking up loose trash, sweeping, rotating empty and full material bins, stacking the materials for distribution and performing routine building/facility maintenance tasks.

Maintain records relating to inspections, collection activity, material weights, and shipping activity.

Sort and manage recyclables by material types, removing contaminants, and processing recyclables accordingly.

Maintain phone/radio communications with supervisors, drivers, and office staff to receive and provide communication and instructions, or to report variance to standard operations.

Provide general customer service functions to Recycling Center patrons. Direct patrons in the proper handling and recycling of all materials collected on-site, and provide resources about which items are not accepted and how they may be properly handled, recycled, and/or disposed of. Address questions and/or complaints from the public at the Recycling Center and at the curb; provide information and/or resolve complaint within the scope of authority.

Drive a variety of vehicles; perform daily vehicle and equipment safety checks on lights, horn, tire pressure and condition, fluid levels, and other critical parts of the vehicles prior to execution of daily tasks; clean interior and exterior of vehicle on regular basis.

CITY OF EL CERRITO Forklift Operator

Occasionally, train and give direction to new employees and volunteers.

Assist in manual collection on designated curbside routes, picking up recycling materials, putting materials into vehicle, and completing route as scheduled; delivers and unloads materials to designated sites as needed.

Perform all duties in conformance with safety standards.

Marginal Functions:

May serve on employee committees as assigned.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Uses of hand tools and light equipment.

Safe working procedures.

Ability to:

Understand and follow oral and written instructions.

Interpret and explain policies and procedures.

Operate and/or learn to operate a variety of equipment and vehicles including material baler, densifier, forklift, pickup truck, , and 1-ton utility truck.

Use and operate common hand and power tools, broom, shovel, material movement equipment, baler, compacting equipment and mobile radio.

Establish and maintain effective working relationships with those contacted in the course of work including other city staff and the public. Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Work independently and effectively in the absence of supervision.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some experience using hand or power tools and operating light equipment and vehicles or experience in warehouse work, materials delivery or collection. Experience operating a variety of equipment and vehicles including material baler, forklift, pickup truck, , and 1-ton utility truck preferred.

Training:

Formal or informal education or training at a level which ensures the ability to read and write at a level necessary for successful job performance.

Forklift Operator

Licenses/Certificates/ Other requirements:

Possession of a Class C California Driver's license by date of hire; maintenance of such license in good standing throughout employment.

Possession of an OSHA-approved forklift operator certification or ability to obtain an OSHA-approved forklift operator certification within two (2) months of hire date.

PHYSICAL DEMANDS

Sitting: Frequently Lifting:

up to 10 lbs: Standing: Frequently Frequently Walking: Constantly 11 to 25 lbs: Frequently Bending: Constantly 26 to 50 lbs: Occasionally Crouching: Occasionally 51 to 75 lbs: Occasionally 76 to 100 lbs: Stooping: Occasionally Occasionally Kneeling: Occasionally 100 + 1bs: Never

Crawling: Never Carrying

Climbing: Frequently
Balancing: Occasionally
Running: Never
Twisting: Occasionally
Cocasionally
Turning: Occasionally

Up to 10 lbs: Frequently
11 to 25 lbs: Frequently
26 to 50 lbs: Occasionally
51 to 75 lbs: Occasionally
76 to 100 lbs: Occasionally

Jumping: Occasionally 100 + lbs: Never

Pushing/Pulling:

up to 10 lbs: Frequently 11 to 25 lbs: Frequently 26 to 50 lbs: Occasionally 51 to 75 lbs: Occasionally 76 to 100 lbs: Occasionally 100 + lbs: Occasionally

Grasping – firm: Frequently
Finger dexterity: Occasionally
Reaching forward: Frequently
Reaching overhead: Occasionally
Pinch grasp: Never to Occasionally

Grasp – light: Frequently

PHYSICAL DEMANDS (continued)

Coordination - Eye-hand: Frequently

Eye-hand-foot: Never Driving: Frequently

Talking - Face-to-face: Occasionally to Frequently

Verbal contact: Occasionally to Frequently

Public: Frequently

Vision - Acuity far: Required

Acuity, near: Required
Depth perception: Required
Field of vision: Required
Accommodation: Required
Color vision: Required

Page 3

Hearing - Conversation: Frequently

Telephone: Occasionally Earplugs: Occasionally

MENTAL REQUIREMENTS

Interpret instructions, Problems-standard, One or two-step instructions, Reading-simple, Reading-complex, Writing-simple, Math skills-simple, Form, Instructing, Supervising, Persuading, Speaking-signaling, Setting up, Precision Work, Operation-controlling, Driving-Operation, Manipulation, Tending, Handling, Comprehend/follow instructions, Perform simple repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Indoors, Outdoors, Moving machinery, Dust/fumes/smoke/gases/etc., Excessive noise, Solvents/grease/oil, Slippery/uneven surfaces, Below ground, Vibration, Works around others, Works alone, Works with others, Required-safety glasses, Required-ear plugs, Required-hard hat, Required-protective clothing.

Rev. 12/2011