

# DHX - Oahu

## Job Title: Forklift Operator

Employment Type: Full-Time

FLSA Status: Non-exempt

Department: Warehouse

Reports To: Warehouse Supervisor

## Job Summary

The Freight Warehouse Forklift Operator is responsible for the efficient handling, movement, and storage of freight in a warehouse environment. This position involves operating forklifts and other material handling equipment to load, unload, and transport goods, ensuring accuracy and safety at all times. The Forklift Operator plays a key role in maintaining warehouse organization and ensuring that products are stored and dispatched promptly to meet customer and operational needs.

## Essential Duties

- 1) Able to receive, measure, and weigh all incoming freight on receiving ticket.
  
- 2) When receiving Eastbound, Guam, and interisland shipments, notes exceptions for damages, inadequate packing, wrong piece count, etc.
  
- 3) Loads freight for all destinations and obtains signed delivery receipt.
  
- 4) Loads Outbound freight.
  
- 5) Loads all freight to delivery trucks according to the drivers manifest for Westbound and local deliveries.
  
- 6) Manages movement of will call, Eastbound, Guam, Young Bros and CFS freight.
  
- 7) Determines hazardous classification/type of freight being moved through warehouse area.
  
- 8) Interacts with office personnel and customers with respect to customer service.

## Supervisory Responsibilities

This job has no supervisory responsibilities.

## Education

This position requires a high school diploma (or GED or high school equivalence certificate) and 1

year of previous forklift experience.

## **Behavioral Characteristics**

- Persistence -- Job requires persistence in the face of obstacles.
- Initiative -- Job requires a willingness to take on responsibilities and challenges.
- Cooperation -- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Concern for Others -- Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Self Control -- Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Adaptability/Flexibility -- Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Dependability -- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Attention to Detail -- Job requires being careful about detail and thorough in completing work tasks.
- Integrity -- Job requires being honest and ethical.

## **Certification and Licensing**

- 1 yr of previous forklift experience required.