

Position Description



Position	Forklift Operator	Effective Date	April 2023
Location	Loudon, Tennessee		
Reports To:	Shipping Supervisor		
Status	Hourly/Non-Exempt		

Position Summary

Del Conca USA, Inc., located in Loudon Tennessee is a leader in the ceramic tile industry has immediate openings for **Forklift Operators**. Del Conca USA is a high tech, international US manufacturing facility offering a casual to fast-paced environment with a focus on training and developing our associates with career advancement opportunities.

Essential Tasks and Responsibilities

- Unloading inbound shipments safely and moving products to storage locations. Efficiently stack and store the received shipments in the appropriate areas.
- Uses automated incoming system to record deliveries received.
- Input information into computer as necessary.
- Delivers materials as needed to operating departments, offices, areas, etc.
- Safe, accurate loading and unloading of products in designated areas.
- Ensuring that information is exchanged between dock and shipping/receiving office staff.
- Adhere to all forklift operation procedures.
- Ensuring inbound and outbound shipments are accurate and free of damage.
- Pulling and preparing products for shipment.
- Efficiently move product from staging and/or storage areas into trucks/trailer.
- Manage movement of product and materials using a forklift, clamp truck, or other power equipment.
- Use radio frequency equipment for picking, receiving, put-away, and load functions, as required.
- Inspect and perform minor maintenance on the forklift or other equipment.
- Operate all equipment in a safe and efficient manner following prescribed work methods.
- Maintaining a clean, neat, and orderly work area.
- Comply with safety regulations (OSHA and Company).
- Perform all other duties as assigned or needed.

Position Requirements

Minimum Qualifications:

- Requires a high school diploma/GED
- Ideal candidates will be flexible with shifts and schedules.
- Shift preference will be considered but cannot be guaranteed.
- Successful candidates must pass a post-offer, pre-employment background check, drug screen and physical.

Position Description



Physical Requirements

- Must have the ability to stand for extended periods of time.
- Must be able to bend, stoop, squat, grasp and reach frequently.
- Must be able to climb stairs and ladders repeatedly, and work on elevated platforms.
- Must be able to work in an industrial environment with elevated noise levels, dust, dirt, humidity and temperature variations.
- Engage in full manual dexterity in both hands and wrists.

Other Requirements

- Must be able to understand and interpret written material, including technical material, instructions, charts, graphs, or tables.
- Must be able to evaluate and solve production problems with equipment.
- Must be able to communicate effectively with all levels of management, supervisors and associates.
- Must be able to comply with all plant policies and procedures.
- Ability to work independently and follow written instructions.

Safety Responsibility

- Must be knowledgeable, adhere to, and enforce stated safety policies and procedures and all safe lab practices.
- Incorporate and maintain safe behavior into all activities and consistently comply with all established safety and health policies and procedures.
- Always wear the proper Personal Protective Equipment (PPE) required for a task.
- Immediately report all quality, safety, or mechanical issues to the supervisor on duty.
- Practice good housekeeping and keep work areas clean.
- Always use proper lifting techniques.
- Report any injuries to your supervisor immediately.
- Observe all plant policies including but not limited to cutting policy, speed limit policy, and tobacco use policy.

Work Environment:

- Work environment characteristics 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.
- While performing the duties of this job, the employee may be exposed to weather conditions. The noise level in the work environment is usually moderate to loud.

****This job description is not all-inclusive. It acts as a guideline and is subject to change over time. Additional duties may be assigned based on business needs. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status**** Del Conca USA is an Equal Opportunity Employer

