

POSITION DESCRIPTION

POSITION TITLE:	Forklift Operator
DEPARTMENT:	Sawmill/Processing/Yard/Kilns/Despatch/Treatment Plant
PRIMARILY REPORTS TO:	Department Manager
DIRECT REPORTS:	Nil

POSITION SUMMARY
Ensure all duties (as listed below) are undertaken safely and efficiently, to Kiwi Lumber defined standards.

FUNCTIONAL RELATIONSHIPS	
Internal	External
<ul style="list-style-type: none"> Departmental Team 	<ul style="list-style-type: none"> Nil

KEY RESULT AREAS	CORE RESPONSIBILITIES/DUTIES	KEY PERFORMANCE INDICATORS
1. Loading/Unloading product	<ul style="list-style-type: none"> Loading and unloading of product to relevant area. Ensuring product is stored safely in the correct location. 	<ul style="list-style-type: none"> All tasks to be performed: Within specified timeframes. According to standard operating procedures. Adhering to established methods and relevant internal and external standards. Documentation is completed accurately and on time and given to the correct person. Reports issues immediately to appropriate person and assists with identifying/implementing appropriate solutions. Contributes toward achievement of company quality and production goals.
2. Documentation	<ul style="list-style-type: none"> Regularly entering information onto documentation and records such as infeed sheets. 	
3. Maintenance / Housekeeping	<ul style="list-style-type: none"> Ensuring daily pre-operational checks are completed prior to driving. Performing any other required daily/weekly checks. Undertaking regular cleaning of forklift. Emptying of rubbish and strap bins before or as soon as they are full. All work areas are kept clean and tidy. Tools and equipment are put away in correct place after use. 	
4. Other (Department Dependent)	<ul style="list-style-type: none"> Ensuring consumables are adequately stocked. Ensuring all inwards goods are stored properly and in the correct place and 	

	<p>delivery dockets are checked and signed.</p> <ul style="list-style-type: none"> • Covering for other forklift drivers/areas as necessary. • Assisting with other duties when there is downtime eg. unload kiln trolleys and laydown fillet or defillet material. 	
5. Health & Safety	<ul style="list-style-type: none"> • Support and adhere to all company health and safety policies, procedures and programmes, including but not limited to; • Reporting all incidents, accidents and illnesses. • Adhering to isolation procedures at all times. • Contributing to identification and minimisation of hazards/risks. • Working in a safe manner at all times to avoid personal injury to self and others. • Wearing appropriate PPE at all times. 	<ul style="list-style-type: none"> • Contributes towards achievement of company health and safety goals and culture.
6. Team & Self Responsibilities	<ul style="list-style-type: none"> • Proactively communicate with entire Kiwi team. • Ensure positive work relationships are developed and maintained. • Work productively as part of the team. • Have a good attitude to learning new things and using this knowledge. 	<ul style="list-style-type: none"> • Proactively contributes to developing and maintaining a positive and high performing team culture.
7. Miscellaneous	<ul style="list-style-type: none"> • Complete any other assignments, projects or responsibilities delegated or assigned by Management. 	<ul style="list-style-type: none"> • Duties completed accurately and in a timely manner.

PERSON SPECIFICATION

Desired Qualifications

- NCEA Level 2
- Relevant Forklift Qualifications (specifically Forklift Operator/OSH Certificate)

Desired Experience/Skills

- 1 year operating a forklift.
- Experience undertaking manual/physical duties.
- Sound written and numeracy skills.
- Basic computer skills.

Employee Name: _____ **Employee Signature:** _____ **Date:** _____