



Steele's Transfer Ltd.
Steele's Total Logistics Ltd.

Job title: Forklift operator **Reports to:** Operations Manager **Last updated:** May 25, 2020

Number of employees supervised: None; exception is when we have temps or casual labor on site to assist.

Salary range: \$18 - \$22/hour

Primary Job Functions: Forklift operation, shipping and receiving of product, primarily outdoor position

Essential roles and Responsibilities:

1. Safely and efficiently load and unload product and material from trucks, trailers and storage locations.
2. Identify, inspect and account for all inbound and outbound products and shipments crossing our dock.
3. Prepare shipments of customers product to ship as required.
4. Contribute to long term customer retention by providing consistent & reliable service in a friendly and courteous manner.
5. Property care and maintenance

Required Skills:

- You must be certified in the safe operation of our forklift(s)
- Must be able to use forklifts to load / unload products efficiently and without causing damages
- Cargo securement
- Use of mobile phones, apps and camera as required
- Ability to read and write English
- Self-starter who is able to work productively un-supervised

Required Experience:

- Minimum 1 year counter balance forklift operating experience
- Working knowledge of warehousing and storage of customers products
- Customer service working directly with customers

Required Attitude:

- Friendly & courteous towards everyone
- Strong work ethic
- Welcoming and helpful to all the drivers and customers
- Able to take direction from dispatchers and management
- Attention to detail
- Reliable and on time

Required results:

The Forklift operator must be able to safely operate our two counterbalance forklifts (5000lbs & 10,000 Lbs. capacity) in order to efficiently unload, load and reposition our customers products from trucks and trailers or within our storage environment. You will visually check and count all freight you handle to ensure it matches the Bill of Lading or picking request. All exceptions must be noted, picture taken and immediately reported to the operations manager or dispatchers on duty.

You will assist or be responsible for the general care, maintenance and upkeep of all the property managed by Steele's in Calgary. This includes shoveling or clearing snow from the loading pad behind the warehouse, walking around each morning to identify icy areas or un-safe hazards and taking action to correct them. Tidying up, picking up litter and putting in garbage etc. etc.

Required cognitive skills:

- Must be able to read and write English
- Ability to problem solve in a logical manner
- Able to comprehend instructions or situations and remember events as they occurred.

Required Habits:

- Arriving to work on a consistent timely basis
- No unplanned absences
- Non-confrontational and very low damages to freight or products in your care.
- Contribute to the company's success by making people you interact with happy by the quality of work you perform.

Warehouse and Outside storage control and management

- Perform daily pre-trip inspection of forklifts prior to operating.
- Perform daily dock/warehouse check to identify all freight 'in-transit' or 'new arrival freight' and discuss with the dispatcher on site to make sure they know what is sitting in the warehouse aside from our normal storage products. This helps to make sure freight isn't being overlooked or delivered late.
- Unload / load trucks as necessary
- Keep up to date always knowing what is coming in or going out by asking checking with the warehouse supervisor & dispatch
- Report all activities of people, drivers and product coming and going from yard or warehouse
- Inspect freight for count and condition as it comes in (even from our own drivers) and as it leaves – report all concerns
- Ensure that all freight being received or shipped is clearly labelled with the name and address of where it is going along with our STL order number if applicable.
- In the summer season you will be tasked with assisting in the breakdown of some shipping racks

General light property maintenance

- Clearing snow from walkways and pathways first thing each morning and identifying icy areas and sanding or placing ice melt on them.
- Block off dangerous walkways to avoid personal injury
- Making sure all exterior lighting is operating as expected – report if it is not
- Small amount of lawn care and trimming
- Pick up litter and garbage to keep the property tidy

If interested, please apply to careers@steelesgroup.com re: Forklift operator position