



## FELLING TRAILERS, INC.

### POSITION DESCRIPTION

**Job Title:** Loader

**Pay Level:**

**Exemption Status:** Non-Exempt

**Department:** Loading & Trucking

**Authorization:** \_\_\_\_\_

**Date:** September 15, 2014

### JOB SPECIFICATIONS

#### FACTOR

#### LEVEL

Education:

High School  
Forklift Certification

Related Experience:

1 year

Supervision Given:

None

Supervision Received:

Loading and Trucking Supervisor

### Job Summary:

The Loader is responsible for operating forklifts in a safe and efficient manner to load Felling Trailers onto semi-trailers for delivery to customers.

### Essential Specific Job Duties:

1. Conducts forklift safety check before use.
2. Fuels forklifts as needed.
3. Reviews loading lists and loads trailers by priority and sequence, staging them as directed using blocking and stands.
4. Secures loads with chains and straps as time allows.
5. Moves trailers around yard keeping yard in orderly fashion.
6. Reviews load out slips against completed loads and returns to Loading and Trucking Supervisor.
7. Unloads steel and freight as needed.
8. Moves snow in yard with Bobcats/tractor.

**Essential Specific Job Duties (Continued):**

9. Keeps forklifts clean and washed.
10. Adheres to quality standards at all times.
11. Adheres to safety standards at all times.

**Essential Universal Job Duties:**

12. Improves self in any way possible to enhance job performance.
13. Promotes **Felling Trailers, Inc.**, its mission, values, programs and achievements to the public and other employees.
14. Identifies organizational problems and opportunities for improvement and brings solutions and suggestions to management's attention.
15. Functions as a team member by assisting, supporting and encouraging other employees in any way possible

**Non-Essential Job Duties:**

16. Performs related work as required, willingly and eagerly.

**Physical Demands:** The physical demands 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.

Descriptive factors are defined and abbreviated as follows:

- N/A – Not applicable
- O – Performed occasionally 20 –50%
- EF – Essential function: Essential job functions are defined as those responsibilities that are required to be done by the job.
- S – Seldom performed 1-20%
- R – Performed regularly 50 – 100%

Physical Demands	N/A	S	O	R	EF	Working Conditions	N/A	S	O	R	EF
Standing				X	X	Extreme Heat 80 > degrees		X			X
Sitting		X			X	Temperature Changes				X	X
Lifting 0 – 30 lbs.			X		X	Noise > 80 decibels	X				
Lifting 30 – 50 lbs.			X		X	Vibration			X		X
Lifting 50+ lbs.		X			X	Heights				X	X
Carrying 0-30 lbs.			X		X	Work Outdoors				X	X
Carrying 30-50 lbs.			X		X	Work with People				X	X
Carrying 50+ lbs.		X			X	Work around People				X	X
Pushing				X	X	Work alone		X			X
Pulling				X	X	<b>Substance Exposure</b>	<b>N/A</b>	<b>S</b>	<b>O</b>	<b>R</b>	<b>EF</b>
Grips/Grasps				X	X	Acids, Corrosives	X				
Finger Movement				X	X	Epoxies	X				
Reaching/Stretching				X	X	Dust				X	X
Walking				X	X	Fumes			X		X
Climbing				X	X	Mists	X				
Running	X					Gases	X				
Jumping	X					Chemicals	X				
Rapid Work Speed			X		X	Body Fluids	X				
Bending		X			X	<b>Equipment</b>	<b>N/A</b>	<b>S</b>	<b>O</b>	<b>R</b>	<b>EF</b>
Speaking Clearly			X		X	Motor Vehicles	X				
Hearing Conversation			X		X	Hand Tools			X		X
Hearing High Acuity	X					Machinery				X	X
Seeing – Near				X	X	Machine Tools	X				
Seeing - Far				X	X	Lifts				X	X
Depth Perception				X	X	AV Equipment	X				
Color Perception		X			X	Personal Computer	X				
Typing/keyboarding	X					Office Machines	X				
Writing		X			X	<b>Protective Clothing</b>	<b>N/A</b>	<b>S</b>	<b>O</b>	<b>R</b>	<b>EF</b>
Filing	X					Facial Covering	X				
						Latex/Vinyl Gloves				X	X
						Safety Glasses				X	X