

Department: Shipping/Green

FLSA Status: Non Exempt

Reports to: Shipping Supervisor

Date: June 22, 2026

POSITION SUMMARY:

Safely operates material handling equipment, including forklifts, Volvo or Case front-end loaders, and other mobile equipment, to transport, receive, store, load, and unload lumber and related products throughout the facility. Accurately tracks inventory movements and supports shipping, receiving, green yard operations, production requirements, railcar unloading activities, and second-shift safety initiatives.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Employees must be able to fulfill these functions in a consistent state of alertness and in a safe manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct activities in a safe manner, follow corporate safety guidelines and requirements, use personal protective equipment and proactively address any unsafe conditions observed. Maintain housekeeping and safety compliance, inspection ready at all times
- Perform daily inspections of forklifts, Volvo loaders, and other assigned equipment to ensure safe and effective operation.
- Safely transport lumber and materials throughout the facility.
- Load and unload customer trucks, supplier trucks, and company vehicles.
- Safely unload railcars and transport materials to designated storage locations.
- Pull and stage packages for production requirements.
- Pull, stage, and prepare customer orders for shipment.
- Review purchase orders, shipping documents, and inventory records as needed.
- Assign and verify lumber bundle identification codes and maintain inventory accuracy.
- Ensure inventory movements are accurately tracked and recorded using company systems and handheld devices.
- Verify orders and inventory transactions through company software systems.
- Supply production areas with required materials and maintain workflow efficiency.
- Assist with receiving, warehousing, shipping, and green yard operations as needed.
- Serve as the designated second-shift maintenance check-in buddy when required. This includes maintaining periodic communication with maintenance personnel working alone, conducting scheduled safety check-ins, and promptly reporting any concerns or inability to establish contact to management. This responsibility supports employee safety during periods when only one maintenance technician is working on second shift.
- Communicate effectively with supervisors, co-workers, truck drivers, contractors, and rail service personnel.
- Keep workspaces, equipment, and surrounding areas clean and organized.
- Support continuous improvement initiatives and operational efficiency efforts.
- Perform other duties and assignments as directed by management.

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

- Teamwork: Can work in group or alone; oriented towards the good of the whole. Contain ability to build rapport and good working relationship with co-workers
- High School diploma or GED preferred
- Valid driver's license required
- Six months forklift driving experience and/or training preferred
- Must be able to pass a written and practical exam
- Strong attention to safety, quality, and inventory accuracy.
- Basic computer and inventory tracking skills preferred.
- Ability to work in outdoor environments and varying weather conditions.

