**Functional Job Description: Industrial Truck Operator (ITO)**

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| **Company:** | Fingerhut Fulfillment, Inc. | L:\Functional Job Descriptions 2009\Images Video\ITO\ITO FT drive.jpg | L:\Functional Job Descriptions 2009\Images Video\ITO\Stand up reach truck.jpg |
| **Job Title:** | Industrial Truck Operator (ITO) |
| **Date:** | 9/28/2009 |
| **Dept/Facility:** | West DC, St. Cloud, MN |
| **Product Section:** | Inbound |
| **Electronic Doc. #** | FJD ITO 9-2009 FINAL |

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| **Work Hours** | **Overtime:** | Voluntary and/or mandatory per production requirements. | **Breaks:** | 10 minutes every two hours, one 30 minute lunch break. |
| **Shift:** | **Days of week:** | **Time:** |
| First  | Monday-Friday | 5:00 AM to 1:30 PM or 7:00 AM to 3:30 PM |
| Second | Monday-Friday | 4:00 PM to 12:30 AM |

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| **Job Rotation** | Yes |

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| **Job Training or Credentials Required at Hire** | **Education/ training:** | None required; high school diploma or GED preferred. |
| **Knowledge/ cognitive skills:** | Basic math, reading, writing and oral communication skills preferred. Ability to organize work tasks and work independently or as part of a team. |

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| **Machines, Tools, Equipment Used** | Scanner, PC, pens, markers, telephone, twine, 2-way radio, fork lift (sit down), stand-up reach truck, order picker, walkie-rider. |

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| **Job Purpose/ Objectives** | Performs three primary tasks: 1.) **Receive**: at receiving docks unload product from trailers via forklift (sit down) with occasional manual handling, 2.) **Storage**: place product into storage racks via stand-up reach truck – with occasional manual handling and 3.) **Replenishment/Pallet Pick**: replenish pick storage racks and drop pallets for packing via stand-up reach truck with occasional manual handling. |

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| **Safety and Personal Protective Equipment Required****\*Available** | [ ]  Hard Hat | [x]  Steel Toe Footwear | [ ]  Safety Glasses | Gloves: |
| [ ]  Face Shield | [ ]  Protective Clothing | [ ]  Safety Glasses/Side Shields | [ ]  Leather |
| [ ]  Dust Mask | [ ]  Safety Vest[x]  Fall Protection Harness[x]  Back Support\* | [ ]  Safety Goggles[x]  Hearing Protection\*[x]  Compensatory methods to mitigate heat | [x]  Rubberized/cloth\*[ ]  Chemical  |

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| **Safety/ Equipment Training/ Certification Required** | [x]  Daily Meeting and Stretch Breaks (includes:) | Industrial Truck Training  | OSHA Training (Rules and Regulations) |
| * Safety Topics
 | [ ]  EZ-Go | [x]  New Hire Safety Orientation |
| * Safety Policies
 | [x]  Walkie-Rider | [ ]  Right to Know |
| * Questions & Answers
 | [x]  Pallet Jack | [ ]  Lockout/Tag Out |
| * Review Safety Committee Minutes
 | [x]  Forklift (sit down) | [ ]  Regulated Materials Training (ORM-D)[x]  Supervisor Safety Updates |
| [x]  Stand-up Reach Truck |
| [x]  Order Picker |

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| **Functional Job Elements (Refer to video clip for complete details)** | **% of Shift** |
| 1. Operate forklift (sit down)
* Climb up and down to/from forklift seat
* Use forklift foot and hand controls
* Head/neck rotation and movement to observe traffic when operating forklift
* Operate forklift in/out of trailers and within warehouse complex
 | L:\Functional Job Descriptions 2009\Images Video\ITO\ITO FT drive.jpg | L:\Functional Job Descriptions 2009\Images Video\ITO\ITO FL trailer.jpg | **30** |
| 1. Assist in building pallets:
* Assist Material Handler to build pallets to ensure proper pallet configuration
* Handle up to150# (team lift and/or equipment-clamp attachment or slip sheet attachment)
* Up to 75# per individual
 | L:\Functional Job Descriptions 2009\Images Video\ITO\ITO MMH1.jpg | L:\Functional Job Descriptions 2009\Images Video\ITO\ITO MMH2.jpg | **5** |
| 1. Operate stand-up reach truck
* Step up and down to/from stand-up reach truck foot platform
* Use stand-up reach truck foot and hand controls
* Head/neck rotation and movement to observe traffic when operating stand-up reach truck
* Operate stand-up reach truck within warehouse complex
 | L:\Functional Job Descriptions 2009\Images Video\ITO\ITO SURT.jpg | L:\Functional Job Descriptions 2009\Images Video\ITO\Stand up reach truck.jpg | **60** |
| 1. Manually reorganize product on pallets in warehouse
* During Storage and Replenishment/Pallet Pick tasks manually move product from pallet to pallet
* Move pallets
 | L:\Functional Job Descriptions 2009\Images Video\ITO\ITO MMH 3.jpg | L:\Functional Job Descriptions 2009\Images Video\ITO\ITO MMH 4.jpg | **5** |

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| **Physical Factors** |

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| **Manual Material Handling** |
| ***(lbs)*** | **Floor-Knuckle (0” to 30”)** |  | **Knuckle-Chest (30” to 50’)** |  | **Chest-Overhead****( > 50”)** |  | **Carry - Two Hands; Front** |  | **Carry - One Hand; Side** |  | **Push** |  | **Pull** |
| ***100*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***75*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***50*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***25*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***15*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***10*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***5*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **0** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Exp** | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |

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| **Postures/Movements** |  | **Head/Neck** |
| **Exp** | **Sit** | **Stand** | **Walk** | **Bal** | **Stairs** | **Lad-der** | **Foot contrl** | **Twist Waist** | **Bend Waist** | **Squat** | **Kneel** | **Crawl** | **Reach below 54”** | **Reach above 54”** |  | **Flex Static** | **Ext Static** | **Rot Static** | **Flex Dyn** | **Ext Dyn** | **Rot Dyn** |
| **C** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **F** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **O** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **N** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Hand Use** |  | **Sensory** |  | **Communication** |  |

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| **Key** | C - Continuous: 67 to 100% of shift  |  |
| F - Frequent: 34 to 66% of shift |  |
| O - Occasional: 6 to 33% of shift |  |
| R - Rarely: up to 5% of shift |  |
| N - Never: 0% of shift |  |

**Abbreviations**: Bal=Balance, Exp=Exposure, Contrl=Control, Flex=Flexion, Ext=Extension, Dyn=Dynamic, Manip=Manipulation |
| **Exp** | **Simple Grasp** | **Firm Grasp** | **Fine Manip** | **Bal** | **See** | **Hear** | **Touch Feel** | **Taste** | **Smell** |  | **Talk** | **Read** | **Write** | **Hand Signal** |  |
| **C** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **F** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **O** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Environmental Factors** | **Exposure Level** | **Key/Comments** |
| **N** | **R** | **O** | **F** | **C** |
| Outdoor Work |  |  |  |  |  |

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| --- | --- | --- |
| **Key** | C - Continuous: 67 to 100% of shift |  |
| F - Frequent: 34 to 66% of shift |  |
| O - Occasional: 6 to 33% of shift |  |
| R - Rarely: up to 5% of shift |  |
| N - Never: 0% of shift |  |

**Comments:****Outdoor Work:** Rarely will operate mechanical handling equipment outdoors.**Indoor Work:**  Primary work area is a large indoor warehouse complex.**Heat:** Based on external temperature, occasionally performs job tasks in hot indoor environment; warehouse complex is not air-conditioned. Large fans are used for ventilation.**Moving Objects:** Be aware of and avoid moving objects including equipment.**Protected Work Heights:** Rarely work at heights – fall protection is in place. |
| Indoor Work |  |  |  |  |  |
| Heat |  |  |  |  |  |
| Cold |  |  |  |  |  |
| Wet/ Humid |  |  |  |  |  |
| Hearing Protection |  |  |  |  |  |
| Vibration |  |  |  |  |  |
| Fumes/Gases/Orders |  |  |  |  |  |
| Dust |  |  |  |  |  |
| Moving Objects  |  |  |  |  |  |
| Electrical |  |  |  |  |  |
| Chemical |  |  |  |  |  |
| Protected Work Heights |  |  |  |  |  |
| Unprotected Work Heights |  |  |  |  |  |
| Flying Debris |  |  |  |  |  |
| Lighting (Inadequate/Excessive) |  |  |  |  |  |

**Position eligible to be considered for temporary modification in conjunction with a Return to Work transitional duty program agreement: Yes**

This Functional Job Description was completed through an on-site job analysis by a certified professional ergonomist/licensed physical therapist. It is for the purpose of identifying and quantifying the physical functional requirements of this job. The Functional Job Description should not be construed as a detailed description of all specific job duties and/or tools, equipment and materials that may be necessary or incidental to the performance of this job. Further consideration may be necessary when applying the standards to the injured population in the medical management process.

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| signature MAA | Jeff W.jpgThis Functional Job Description has been reviewed by company representatives and is believed to be an accurate representation of most of the job content. |
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| Jeff WolsethManager - Occupational Safety and Health Paul S1 .JPG |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Paul SchroerManager - Inbound Operations |