

Functional Job Description: Industrial Truck Operator (ITO)

Company:	Fingerhut Fulfillment, Inc.		
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		

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	

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.

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	<p>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.)</p> <p>Replenishment/Pallet Pick: replenish pick storage racks and drop pallets for packing via stand-up reach truck with occasional manual handling.</p>
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Safety and Personal Protective Equipment Required *Available	<input type="checkbox"/> Hard Hat <input type="checkbox"/> Face Shield <input type="checkbox"/> Dust Mask	<input checked="" type="checkbox"/> Steel Toe Footwear <input type="checkbox"/> Protective Clothing <input type="checkbox"/> Safety Vest <input checked="" type="checkbox"/> Fall Protection Harness <input checked="" type="checkbox"/> Back Support*	<input type="checkbox"/> Safety Glasses <input type="checkbox"/> Safety Glasses/Side Shields <input type="checkbox"/> Safety Goggles <input checked="" type="checkbox"/> Hearing Protection* <input checked="" type="checkbox"/> Compensatory methods to mitigate heat	Gloves: <input type="checkbox"/> Leather <input checked="" type="checkbox"/> Rubberized/cloth* <input type="checkbox"/> Chemical
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Safety/ Equipment Training/ Certification Required	<input checked="" type="checkbox"/> Daily Meeting and Stretch Breaks (includes:)	Industrial Truck Training	OSHA Training (Rules and Regulations)
	<ul style="list-style-type: none"> • Safety Topics • Safety Policies • Questions & Answers • Review Safety Committee Minutes 	<input type="checkbox"/> EZ-Go <input checked="" type="checkbox"/> Walkie-Rider <input checked="" type="checkbox"/> Pallet Jack <input checked="" type="checkbox"/> Forklift (sit down) <input checked="" type="checkbox"/> Stand-up Reach Truck <input checked="" type="checkbox"/> Order Picker	<input checked="" type="checkbox"/> New Hire Safety Orientation <input type="checkbox"/> Right to Know <input type="checkbox"/> Lockout/Tag Out <input type="checkbox"/> Regulated Materials Training (ORM-D) <input checked="" type="checkbox"/> Supervisor Safety Updates

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



30

2. Assist in building pallets:
- Assist Material Handler to build pallets to ensure proper pallet configuration
 - Handle up to 150# (team lift and/or equipment-clamp attachment or slip sheet attachment)
 - Up to 75# per individual



5

3. 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



60

4. Manually reorganize product on pallets in warehouse
- During Storage and Replenishment/Pallet Pick tasks manually move product from pallet to pallet
 - Move pallets



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Environmental Factors	Exposure Level					Key/Comments											
	N	R	O	F	C												
Outdoor Work	Blue	Blue				<table border="1"> <tr> <td rowspan="5">Key</td> <td>C - Continuous: 67 to 100% of shift</td> <td>Red</td> </tr> <tr> <td>F - Frequent: 34 to 66% of shift</td> <td>Orange</td> </tr> <tr> <td>O - Occasional: 6 to 33% of shift</td> <td>Yellow</td> </tr> <tr> <td>R - Rarely: up to 5% of shift</td> <td>Blue</td> </tr> <tr> <td>N - Never: 0% of shift</td> <td>Green</td> </tr> </table> <p>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.</p>	Key	C - Continuous: 67 to 100% of shift	Red	F - Frequent: 34 to 66% of shift	Orange	O - Occasional: 6 to 33% of shift	Yellow	R - Rarely: up to 5% of shift	Blue	N - Never: 0% of shift	Green
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Indoor Work	Red	Red	Red	Red	Red												
Heat	Yellow	Yellow	Yellow														
Cold	Green																
Wet/ Humid	Green																
Hearing Protection	Green																
Vibration	Green																
Fumes/Gases/Orders	Green																
Dust	Blue	Blue															
Moving Objects	Blue	Blue															
Electrical	Green																
Chemical	Green																
Protected Work Heights	Blue	Blue															
Unprotected Work Heights	Green																
Flying Debris	Green																
Lighting (Inadequate/Excessive)	Green																

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

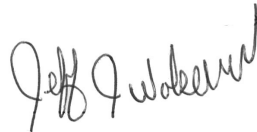
This Functional Job Description was completed through an on-site job analysis by a certified professional ergonomist/licensed physical therapist. It is for the purpose of identifying and quantifying the physical functional requirements of this job. The Functional Job Description should not be construed 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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This 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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