**TASK LIST**

Leave blank if unknown

Leave blank if unknown

Leave blank if unknown

Check one

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CLASSIFICATION & POSITION INFORMATION** | | | | | | |
| 1. Contract  MLC  IHA | 2. Job Definition Number  2112 | 3. Job Definition Title  Forklift Operator | | | 4. Pay Plan  BWT-2 | 5. Grade  4 |
| 3a. Duty Title  Insert duty title if any  Material Handler | | |
| 6. Organization  18th Blue Sky Squadron / Material Control Flight | | | | 7. Organization Structure Code  ABCDE | 8. Office Symbol  ABCDE | |
| 9. Manpower PCN  Leave Blank | | | | | 10. OPM Series  Leave blank | |
| 11. Duties and Responsibilities  Description of purpose of the position  **The primary purpose of the position is to operate forklifts to move, stack and unstack, and load and unload unit materials and shipping containers in and about warehouses and designated storage areas. Performs tasks and provides services to support the flight’s goals, overall mission plans and objectives as directed.**  Description of major duties and responsibilities  **Task 1 ( 40 %):** Operates electric, gasoline, LPG, or diesel powered forklift trucks with a lifting capacity of one metric ton or more but less than 3 metric tons. Maneuvers vehicle to load, unload, and place supplies, materials, and equipment in narrow warehouse aisles, and on railroad cars, trucks, planes, etc. Completes required warehousing forms and obtains needed signatures. Assists warehouseman by participating in such manual labor work as involved in loading, unloading, carrying and stacking of supplies, materials, property, and/or equipment.  SAMPLE  Insert percentage of each task    **Task 2 ( 40 %):** Operates forklift truck controls to transport bulky and unwieldy items requiring special consideration for load balance. Provides protection for fragile and high value materials. Maintains equipment/vehicle(s) used to ensure its proper operation and readiness for future use. Inventories and inspects equipment/vehicle(s) on a regular basis and reports discrepancies. Performs routine cleaning and preventive maintenance on equipment/vehicle(s).  **Task 3 ( 15 %):** Utilizes safety practices and procedures following established safety rules and regulations and maintains a safe and clean work environment. Uses and assures proper fit of required safety equipment and clothing. Follows federal and state rules when storing, using, handling, labeling, and disposing of hazardous materials in accordance with environmental standards. Performs clean-up duties, such as cleaning equipment, sweeping, straightening, and lining up tools and other property in the assigned area.  **Task 4 ( 5 %):** Performs other related or incidental duties as assigned. | | | | | | |
| 12. Licenses and Certificates  A valid Government of Japan issued forklift license with a lifting capacity of one metric ton or more is required. | | | | | | |
| 13. Classification Notes (for CPO use only) | | | | | | |
| I certify that this is an accurate statement of the major duties and responsibilities of this position. The position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for regulatory purposes relating to appointment. | | | | | | |
| 14. Supervisor’s Signature | | | 14a. Title and Phone Number  Section Chief, 634-XXXX | | 14b. Date  10 December 2020 | |
| 15. Classifier’s Signature | | | 15a. Title | | 15b. Date | |

718 FSCAJ Task List, 07 Jul 2022