

**RSR GROUP, INC.
JOB DESCRIPTION**

POSITION TITLE: Warehouse Trainer- Powered Equipment

TITLE OF IMMEDIATE SUPERVISOR: Assistant Facilities Manager

DATE SUBMITTED: June 2021

POSITION SUMMARY:

This position is responsible for working with the Assistant Facilities Manager on training employees to be certified on powered industrial trucks, which includes pallet riders, reach trucks, order pickers, and sit-down forklifts. This position will also be responsible for maintaining all documentation of certifications on this equipment and ensuring compliance with OSHA regulations and warehouse policies.

REGULAR DUTIES AND RESPONSIBILITIES:

Plan and coordinate PIT training with the Assistant Facilities Manager and Operations Managers.

Administer PIT training to new and existing employees in a one on one or group setting.

Certify and recertify employees to safely operate PIT equipment.

Update and maintain various existing training documents and create new training documents for certifications or recertifications.

Perform audits on newly certified PIT operators to ensure adherence to process and safety.

Regularly communicate the status of training and certifications with the Assistant Facilities Manager and Operations Managers.

Maintain and monitor documentation of all PIT operator inspections.

Ensure PIT operators comply with RSR Group's safety policies.

Assist the maintenance department with part inventory and documentation as needed.

Perform other duties as assigned.

QUALIFICATIONS:

The Power Industrial Truck (PIT) Trainer must have 1-2 years of powered industrial truck training experience. Working at RSR and being certified on powered equipment can replace the experience requirement. This individual must have computer literacy with proficiency in Microsoft Word, Outlook, and Excel. The PIT Trainer must be able to effectively communicate, verbally and in writing. Strong multi-tasking, organizational and follow up skills are required. This position will require the flexibility to train on other shifts, as needed.

PHYSICAL DEMANDS:

While performing the duties of the Power Industrial Truck Trainer, the associate is regularly required to talk and hear. The associate is frequently required to walk, use hands to finger, handle, or feel and reach with hands and arms. Must be able to move at a fast pace throughout the warehouse. The associate is also required to stand, climb or balance, stoop and kneel. The ability to occasionally lift and/or move up to 50 pounds is required.

Specific vision ability required include, close vision, distance vision, peripheral vision and ability to adjust focus.

The physical demands of this job are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES AND RESPONSIBILITIES MAY BE ADDED, DELETED, OR CHANGED AT ANY TIME AT THE DISCRETION OF THE MANAGEMENT, FORMALLY OR INFORMALLY, EITHER VERBALLY OR IN WRITING.