

CS10 Forklift Operator

1. Job role

TCF sub-sector	Cross Sector
Job role	CS10 Forklift Operator
Job role description	Operates forklifts and material handling equipment within TCF production facilities. Supports safe movement of raw materials, components and finished goods between warehouse and production areas, ensuring compliance with WHS and operational procedures.
Performance expectations	• Operate forklift safely and efficiently • Ensure accurate movement of stock and materials • Maintain safe warehouse and production traffic flow • Prevent damage to materials and finished goods • Comply with WHS and licensing requirements • Maintain accurate movement records
Specialisation	• Counterbalance forklift operation • High-reach and narrow-aisle operation • Internal production material handling
Application in other TCF sectors	Transferable to leather goods, apparel manufacturing and general industrial warehouse operations.

2. Key tasks and critical work functions

Key tasks	• Load and unload materials and finished goods • Transport stock between warehouse and production areas • Conduct pre-operation safety checks • Stack and store materials according to procedures • Maintain accurate inventory movement records • Report equipment faults or safety hazards • Support stocktake and inventory reconciliation activities
Critical work functions	• Ensuring safe operation of material handling equipment • Maintaining integrity of stock and materials • Supporting timely production supply • Preventing workplace accidents and collisions • Maintaining compliance with WHS regulations • Supporting accurate inventory control • Contributing to efficient warehouse workflow

3. Technical skills

Forklift operation	Operate forklift in accordance with licence requirements.
Load securing	Secure and balance loads safely.
Warehouse procedures	Follow standard storage and stacking methods.

Pre-operational checks	Conduct safety and equipment inspections.
Inventory systems	Update ERP or warehouse tracking systems.
Manual handling compliance	Apply safe lifting and handling practices.
Traffic management awareness	Operate within designated warehouse traffic plans.
Basic maintenance awareness	Identify and report mechanical issues.

4. Generic Skills

Safety awareness	Operate equipment responsibly and safely.
Attention to detail	Ensure correct stock movement and storage.
Communication	Coordinate with warehouse and production teams.
Reliability	Maintain consistent attendance and performance.
Time management	Complete tasks within operational timeframes.
Teamwork	Work collaboratively within logistics teams.

5. Emerging skills

Emerging skills	- Automated warehouse systems interaction - RF scanning and digital inventory tracking - Electric forklift technology - Warehouse management system integration - Sustainable material handling practices - Real-time stock visibility systems
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6. VET Qualifications and Skill Sets

Entry-level preparation	TLILIC0003 Licence to operate a forklift truck
Advanced development	TLI20421 Certificate II in Supply Chain Operations or equivalent

7. Job progression

Possible job progression	Forklift Operator → Senior Operator → Warehouse Supervisor → Warehouse and Logistics Supervisor
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8. Classification

Australian Qualifications Framework	AQF Level 2-3 (enterprise dependent)
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 4 (Operator)
Open Source Classification of Occupations for Australia (OSCA)	Forklift Operator - Manufacturing / Warehouse



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