

Yard Associate

Reports to: Yard Superintendent
Date: 5/17/12

Department: Yard Operations

Job Function: Deliver, pick up, load, unload, and restock all items utilized at the ____ Yard. This employee is also responsible for performing the day-to-day yard activities, while exceeding expectations for quality and safety.

Duties and Responsibilities:

- Delivery and pick up of all ____ required items to job sites, vendors, and any other locations as instructed. Does what ever is necessary to ensure that day-to-day activities are completed as required and as efficiently as possible while keeping the Yard Superintended properly informed.
- Phone calls: Assists with the answering/efficiency of all incoming phone calls to the Yard.
- Responsible for the efficient pick up and delivery of all equipment and material as instructed. Assists with follow-up communications to assure deliveries and pick ups on appropriate dates.
- Tool watch: Assists with tracking all inventories, utilizing the Tool Watch Program. Assists with monitoring the needs of Yard consumables.
- Familiar with all equipment owned by _____. Understands, learns, and performs maintenance, repairs and cleaning procedures, as required for all equipment, tools, and supplies.
- Strictly follows and enforces all jobsite safety requirements as defined by _____ Safety Program, OSHA, HAZCOM, and insight from our Safety Director. Maintains a clean, organized and professional Yard.
- Maintains all necessary driver and yard paperwork, but not limited to: a) Vendor delivery tickets; b) Jobsite delivery and pick up orders; c) Pre and post trip inspections and logs, etc.
- Obtain and maintain a valid Commercial Drivers License.
- Performs other related duties as assigned or requested.

Education: High School diploma or equivalent.

Minimum Experience: 3 years jobsite experience.

Preferred Experience: 5 years jobsite experience.

Attributes:

Organization Skills	Flexibility
Good Judgment	Communication Skills
Time Management	Dependable
Thorough	Consistent
Attention to Detail	Attentive Listener

Administrative Skills: Strong organizational skills.

Ability to follow policy and procedures.
Ability to exercise independent judgment.
Ability to function in a high paced environment.

Machine Skills:	Computer, telephone, copier, fax.
Working Conditions:	Physical effort (up to 80 pounds).
Physical Demands:	Sitting, standing, walking, lifting, carrying, reaching, fingering, handling, hand/eye/foot coordination, repetitive motions, talking, hearing.
Physical Strength:	Physical work. Frequent lifting/carrying up to 80 pounds.
Vision Requirement:	Ability to adjust vision to bring objects into focus.
Math:	Ability to perform mathematical equations including simple addition, subtraction, division, multiplication and simple construction calculations.
Communicate:	Ability to represent the organization in a professional and positive manner.
Contacts:	Exchange information with employees, co-worker, subcontractors, vendors and customers.

SAMPLE