

Lead Yard Associate

Reports to: Yard Superintendent
Date: 4/2/09

Department: Yard Operations

Job Function: Drives performance and efficiency of yard employees, and is responsible for the day-to-day yard activities, while exceeding expectations for quality and safety.

Duties and Responsibilities:

- Supervises day-to-day functions: Works hands-on with yard personnel, directing and scheduling their day-to-day activities. Does what ever is necessary to ensure that day-to-day activities are completed as required and as efficiently as possible.
- Phone calls: Responsible for the answering/efficiency of all incoming phone calls to the Yard.
- Coordinates all pick up and delivery dates for all equipment and material. Establishes follow-up procedures to assure delivery on appropriate dates. Coordinates order tracking (via e-mail).
- Tool watch: Responsible for tracking all inventories, utilizing the Tool Watch Program. Anticipates needs of yard consumables, orders approved items as directed by Yard Superintendent.
- Familiar with all equipment owned by _____. Understands and monitors maintenance procedures.
- Strictly 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 yard paperwork, but not limited to: a) Vendor delivery tickets; b) Jobsite delivery and pick up orders, 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 communicate effectively with all levels.
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