

POSITION: ***OUTSIDE OPERATIONS ASSOCIATE***

POSITION SUMMARY: ***RESPONSIBLE FOR SAFE, PROMPT, COURTEOUS, AND ACCURATE ATTENTION TO ALL YARD AND DELIVERY ACTIVITIES.***

ORGANIZATION POSITION: ***REPORTS TO OPERATIONS SUPERVISOR***

RESPONSIBILITIES & DUTIES:

- Responsible for safe, prompt, courteous, and accurate service to customers in yard and at delivery sites. Top priority to customer service over routine tasks.
- Must have and maintain a valid driver's license and obey all vehicle laws and regulations.
- Must be familiar with building materials. Responsibilities include proper handling and storage of all materials and putting stock away as necessary.
- Responsible for personal safety and operational safety of forklift and related equipment, including, but not limited to: completing daily forklift safety check, understanding and using the safety features of the forklift, following all company regulations, training procedures, safety guidelines.
- Must understand and consistently use the proper body mechanics to be able to safely lift and load 100 lbs.
- Responsible for personal and operational safety of delivery and yard personnel, vehicles and equipment, keeping all areas of the yard and buildings in safe, neat, working order, with special attention to assigned area(s).
- Daily inspection of assigned vehicles and / yard areas for suspected, non-routine maintenance needs, promptly reporting all unsafe conditions and damaged material or property.
- Must understand the flow of operations ensuring timely, accurate processing of all required paperwork and receipts.
- Report to supervisor when an inventory item is below normal levels.
- Conduct yourself in a professional manner.
- Maintain good customer relations and follow through on commitments.
- Assist customer and fellow workers, when necessary or as required.
- Other duties as assigned.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, and/or walk, and/or use arms and hands to load and unload material for extended periods of time. Must be able to safely lift and load 100 lbs. The employee must also be able to work outside in a variety of conditions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be interpreted as an exhaustive list of all responsibilities, duties and skills required of personnel assigned to this position.