

**Mentor Lumber and Supply Company
Position Description**

Job Title: Lumber Yard Associate
Department: Operations
Reports To: Lumber Yard Supervisor
FLSA Status: Non-Exempt
Date: December 2020

Final 12/10/2020

SUMMARY

Efficiently, effectively, and safely loads, unloads, and moves materials, stores materials in warehouse and yard, and maintains a well-organized and safe yard operation.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned.

- * Pulls and stages materials to be loaded.
- * Loads and unloads materials onto/from pallets, racks, and shelves by hand.
- * Loads materials into delivery vehicles and installs strapping, bracing, or padding to prevent shifting or damage in transit.
- * Conveys materials from storage or work sites to designated area.
- * Properly and safely receives vendor shipments.
- * Receives and unloads rail cars and trucks and places material into proper location.
- * Utilizes forklift, pallet jack and cart for unloading and storing of materials.
- * Prepares for incoming shipment by pulling or rotating old stock.
- * Professionally and promptly waits on "pick up" customers and assists with loading of materials.
- * Treats customers in a friendly and professional manner.
- * Remains familiar with all inventory items and their location.
- * Continuously and consistently adheres to all company safety policies and procedures, wearing Personal Protective Equipment as needed.
- * Stacks or assembles materials into bundles and bands bundles together.
- * Maintains knowledge of and practices proper material handling techniques to reduce damage to goods.
- * Maintains a neat and orderly yard.
- * Responsible for the maintenance of positive relations with co-workers, customers, vendors, etc.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES

Able to tolerate and function in adverse seasonal climate changes.
Ability to operate forklift and other material handling equipment.

PHYSICAL DEMANDS 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk to hear. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to high, precarious places and vibration. The employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually loud.

SAFETY PRECAUTIONS

Required safety attire: steel-toe boots, work gloves, safety glasses while using any saw or as needed, high visibility vest as needed, hard hat when needed.

* I have reviewed and understand the duties and responsibilities outlined in this position description.

Employee Signature

Date



CORE VALUES

A COMMITMENT TO...

EXCELLENCE

TEAMWORK

RESPECT

In All That We Do!