

**Job Description**

JOB TITLE

**Yard Manager**

LAST UPDATE

**December 2, 2011**

DIVISION

**Construction**

INCUMBENT

**Fred Woerner**

STATUS

**FT, Non-Exempt  
Operations**

REPORTS TO

**Director of Field****ESSENTIAL FUNCTIONS:**

This position is responsible for the overall management of the yard for Wohlsen Construction. Responsibilities include but are not limited to the scheduling, ordering, repair, maintenance and disbursement of equipment and supplies. This person will also be responsible for the maintenance of the Wohlsen office and yard facilities.

**RESPONSIBILITIES:**

- Perform selected office facility maintenance and is responsible for the upkeep & maintenance of the Yard, parking areas, and buildings. This includes the unlocking of the yard gates early in the morning and locking of the back gate at night. This includes picking up trash as required, replacing light bulbs, tree limb maintenance, etc.
- Maintain the schedule & delivery of all WCC owned or rented equipment, tools and supplies to WCC jobsites. This individual will load equipment, tools and materials onto trucks and deliver them to each of our jobsites.
- Go to jobsites and retrieve all equipment, tools and materials and return them to the yard. This individual will then inspect all equipment and tools for damages and repair them as required. In particular, all electric tools must be checked to make sure that guards have not been removed, cords are not damaged and all moving parts are functioning properly.
- Perform routine maintenance on all equipment including generators, compressors, demolition saws, chipping guns, skid loaders, pumps, lasers, transits, etc. This includes regular oil changes, checking

generators to make sure that they start, checking receptacles, breakers and pull ropes and replacement of filters.

- Arrange for the repair of equipment and tools as needed by outside vendors.
- Maintain Wohlsen construction trailers. This includes the delivery to sites and pickup from the sites, painting as required, checking the wheels and the hitches and cleaning of them inside and out.
- Maintain all ladders and scaffolding to make sure that they are in a safe working condition.
- Order, maintain, stock and disburse safety equipment including fall protection system devices, safety glasses, ear protection, hard hats, safety vests, etc.
- Snow removal at offices, parking lots and the owner's and owner's son's houses.
- Coordinate and receive new Wohlsen fleet trucks after they are painted and arrange to have Wohlsen logos put on them. Receive clean and store fleet trucks in the yard as required.
- Researches new tools, equipment, and methods to improve productivity and competitiveness in the marketplace.
- Manages yard personnel as assigned.
- Performs weekly & monthly inventory reports and analysis of usage.
- Work closely with the Field Operations Assistant to perform monthly billing for equipment and tools.
- Provide and insure a maintenance plan for all tools and equipment is in enforced.
- Produce lessons learned and communicate to Safety Committee.

### **MINIMUM SKILLS AND QUALIFICATIONS:**

- High school/trade school graduate or equivalent training and a minimum of five years experience with managing and operating tools, equipment and warehouse.
- Ability to identify and evaluate malfunctioning equipment and recommend corrective measures or repair.
- Basic management skills.
- First Aid & CPR certified
- OSHA 10 Certified
- Must possess a Commercial Driver License
- Excellent interpersonal communication skills.
- Basic knowledge and use of computer software. i.e. email, spreadsheets, etc...

