

SA QUALITY FENCE, LTD

YARDMAN POSITION

I. JOB BASICS

A. Working Hours

1. Arrive on correct scheduled start time and punch in when scheduled on rotating shifts (ex. 7:30am - 4:00pm, 8:00am - 4:30pm)
Normal Schedule will be 7:30am – 4:30pm with a 1 hour lunch.
2. Be prepared to work late without due notice.
3. Be prepared to come in early or work on Saturdays without due notice.

B. All new positions will be on a 90 day trial basis

II. JOB DESCRIPTION

A. Job Description Summary

1. It will be the responsibility of the Yardman to oversee all aspects of the Quality Fence yard and shop area that pertain to his/her position.
2. He/She will report directly to the Shipping and Receiving Supervisor, Inventory Control Manager and the Vice President.
3. He/She will be responsible for all aspects of issuing and loading of materials from inventory or job inventory.
4. He/She may be called upon to assist in any or all other aspects of the company.

B. Job Requirements

1. An understanding of materials and supplies needed to fulfill the needs of SA Quality Fence, Ltd.
2. A current and valid Texas driver license.
3. Motor Vehicle Record (MVR) must contain less than 3 moving violations within a 36-month period, no DWI or DUI, no hit and runs, no vehicular manslaughter or murder convictions, and no reckless driving/racing infractions.
4. A physical stamina will be maintained to carry out all daily chores required to fulfill job responsibilities.
5. Must clearly and completely understand and follow the inventory control policies and procedures.

C. Company Equipment Responsibilities

1. Supervise and follow check in and check out procedures for all tools and equipment to employees and subcontractors alike. Use the correct PO#'s / Job #'s, report damages, and complete minor repairs.

2. Report in writing all damages to vehicles, equipment, and property. If disciplinary measures need to be taken concerning damages, report to supervisor.

D. Material and Supply Ordering

1. Review and maintain the necessary inventory to complete the day-to-day work of all jobs.
2. Verify the materials and supplies being purchased in a timely manner, to ensure smooth job, maintenance, and safety operation.

E. Housekeeping

1. Verify all areas are being maintained to ensure safe, clean, and professional operation.
2. Verify front of property is clean and free of debris throughout the day
3. Verify all fencing yard trash cans are emptied before close of business.
4. Report any unsafe areas to managers, and suggest any actions that may be taken to make them safe.

F. Inventory and Equipment Control

1. Monitor all materials and equipment brought in and out of the yard. Check all items for damage and inventory count.
2. Count all “returned” materials, check-in materials and unload.
3. Assist employees and subcontractors in loading their vehicles with the necessary items for each job. Count and log all items they take and return. Notify your supervisor if you suspect theft or damage.
4. Tag all job loads with job numbers.
5. Ensure equipment sign-out receipt is completed.
6. Conduct a count of all fence materials inventory before close of business each business day.
7. Secure and lock all necessary stock areas at end of business day.
8. Must clearly and completely understand and follow the inventory control policies and procedures.

G. Attendance

1. Must call before 7:25 a.m. when you need to miss a workday or if you are delayed and will be late to work. Must personally speak with a supervisor for approval of any absence/lateness/scheduled appointments/emergencies. It will be your responsibility to call him/her, before work if you know you are going to be absent or tardy. It will not be considered an approved absence if you speak to anyone other than your supervisor. You may not leave a phone message with the answering machine or any other personnel other than the Human Resource Administrator if your direct supervisor is not available. Approved absences will not be paid.

H. Safety

1. Verify all aspects of grounds, building, equipment, and stored materials to provide a safe working environment for all employees and customers.
2. Enforce company speed limit for all vehicles.

I. Personal Protective Equipment

1. Always wear your Personal Protective Equipment (PPE). This consists of company provided items, such as safety glasses and gloves as well as employee provided items, such as back braces and steel toe boots.

J. Sales

1. Assist customers purchasing materials. Document all sales and provide customer with goods after payment.

III. CHAIN OF COMMAND

You will always answer to your direct supervisors, the Inventory Control Manager and the Vice President, and go to them if you have any problems or questions. If you have a problem with your direct supervisors, or they are not available, you should go to the Human Resource Administrator. If your problem is still not resolved, then you may go to the President.

If you do not follow the proper chain of command, you will be reprimanded and ordered to your direct supervisor for guidance.

Please note: Duties and tasks not listed in your job description may be assigned to you at any time by your direct supervisor.

I have read and understand the job required of me.

Signature

Date

Printed Name

Supervisors Signature

Date

Presidents Signature

Date