

# Yard Coordinator

**Wage Range: \$20.00 - \$22.00 per hour**

**Portland Branch**

## **PRINCIPAL RESPONSIBILITIES AND DUTIES:**

- Inspect, clean and maintain the equipment yard, concrete walkways and parking areas are swept, perimeter fencing, gates, rails and poles are maintained, and maintenance/repair needs are promptly reported to the manager
- Fully participate in frequent communication and exchange of information between the sales counter, the outside sales team, and the service department
- Assist customers with loading/unloading and safe operation of equipment in a professional and friendly manner
- As needed, use material handling tools and equipment (forklift) to load, secure, transfer, and off load equipment and freight to designated area in a manner that adheres to all required safety and quality standards.

## **Basic Knowledge & Competencies**

- Customer service skills
- Able to load safely and effectively, bind/secure and off load industrial and construction equipment.
- Ability to safely operate a broad range of construction equipment including aerial work platforms, telehandlers, backhoes, excavators, and skid steers

## **Previous Experience & Education**

- High school diploma or GED equivalent required
- One year as a yard attendant, warehouse worker, shop helper preferred
- Valid driver's license required

## **Physical Requirements**

- Standing, walking, lifting, twisting and bending on a frequent basis
- Ability to lift up to 75 pounds

- Able to operate heavy duty equipment and machinery

**Apply with:**

James Camaioni

Portland Store Manager

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