**Position Description**

**Position: Yard Manager**

**Reports to:**

**Date:**

**Purpose of the Position**

The primary purpose of this position is to oversee all day-to-day functions of the yard, its employees, and company drivers. Position is also responsible for maintaining stock levels on the sales floor and assuring an orderly, attractive, clean, and safe retail environment.

**Scope of the Position**

This position is housed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and reports to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The position requires close cooperation and interaction with the store manager and the sales team.

**Nature of the Position**

Major elements of this role include, but are not limited to, the following:

* Oversees daily functions of all employees and drivers on the yard.
* Manages inventory for receiving, distribution, placement, deliveries, and new product.
* Improves yard operating procedures by analyzing current systems and modifying, creating, and/or eliminating processes to guarantee accurate and timely fulfillment of customer orders.
* Manages maintenance of tractors, trailers, and forklifts.
* Directs and coordinates activities of yard employees and drivers; recruits, interviews, and hires staff ; oversees staff training; responsible for staff development through performance management and training assessment.
* Assigns driver runs and manages DOT regulations: driver logs, hours of dispatch, compliance.
* Maintain and control operating costs.
* Maintains facility that is organized and meets safety standards at all times
* Supervises all safety issues.
* Other duties as assigned
* Stays alert to things that need to be done and, without being asked, takes initiative to see that they get done.

**Position Qualifications**

Position qualifications for the ideal candidate include:

* At least 5 years’ experience in the building materials industry.
* Demonstrated management and supervisory capabilities.
* Working knowledge of lumber and building materials.
* Computer literacy including working knowledge of Microsoft Word and Excel.
* Strong interpersonal and communication skills.
* Ability to effectively build and maintain relationships with other employees and with customers.
* Ability to work effectively in a team-based environment.
* Ability to demonstrate common sense and good judgement.
* High School equivalency required; Bachelor’s degree preferred.

**Salary Range**

Minimum\_\_\_\_\_\_\_\_\_\_ Mid-point\_\_\_\_\_\_\_\_\_\_\_\_ Maximum\_\_\_\_\_\_\_\_\_\_\_\_