

Position: Yard Technician I



Position Classification: Full Time- Hourly / Non- Exempt

Position Reports to: Location Manager

Position Supervises: None

Position Summary

Responsible for the day-to-day yard activities of the branch. Manage certain responsibilities associated with the warehouse inventory, outbound trailers pieces count accuracy, and 10-Day compliance.

Responsibilities

Duties include but are not limited to the following:

Essential function(s)

- Direct the day-to-day warehouse and yard operations; coordinating with field teams to make sure we have accurate container counts.
- Assist field crew with unloading their trucks.
- Manage the sites barcoding system; ensure all containers onsite are barcoded and scanned into system.
- Utilize strong interpersonal skills; efficiently communicate outbound trailer status with field and office personnel.
- Manage branch logistics including all facets of outbound wastes and materials destined for end disposal, including coordination of all branches outbound trailer activity.
- Responsible to ensure all outbound loads are properly secured and placarded.
- Work with third-party transporters scheduling shipments and delivery in slots.
- Maintain and replenish warehouse inventory to meet operational needs.
- Responsible for weekly and monthly facility inspections.
- Organize and conduct activities to assure safe, cost-effective, on-time operating performance.
- Maintain proper housekeeping of warehouse and yard to ensure the safety of everyone.
- Other duties as assigned by supervisor.

Non- Essential Function(s)

- Create, complete, and archive branch load sheets.
- Submit and receive/reconcile purchasing requisitions for materials and supplies.

- Cross trained to backfill the Location Service Representative's functions including project packet printing & completion and service document reconciliation.
- Cross trained to backfill the Environmental Technician's functions include on-site technician services and client support. This includes ensuring all shipments are properly packaged, marked, labeled, and manifested per state and federal regulations. Ensure all packages are transferred and accounted for.
- Monitor daily barcoding system performance.
- Develop strategies and methods to increase metrics and performance.
- Develop strategies and methods to drive cost savings.

Qualifications and Experience

- 0-3 years of direct warehouse/yard and industry related experience.
- Clean DMV Driving Report.
- Excellent analytical and problem-solving skills.
- Effective decision-making skills.
- Strong computer skills.
- Ability to plan and organize.
- Attention to detail and high level of accuracy.
- Effective organizational skills.
- Effective verbal and listening skills.
- Effective written and communications skills.
- Adept at time management.
- Able to work with finite deadlines.
- Meet strict timelines associated with facility 10-day requirements.
- Be honest and trustworthy.
- Be respectful of others.
- Possess cultural awareness and sensitivity.
- Be flexible.
- Demonstrate sound work ethics.
- Proficient computer skills working with various office equipment, computers and various programs including Word, Outlook, PowerPoint, Excel, SharePoint etc. and the ability to effectively work on spreadsheets, word processing, networking, and e-mail programs.
- Able to work in the United States.

Core Competencies

Communication

Yard Technicians must have strong communication skills. They provide regular updates to their vendors, managers, and coworkers and they communicate the status of their projects and deliverables. If they discover an issue, they ask for help when necessary and present potential solutions while discussing with their manager. They have strong verbal and written communication skills and are adept and knowing which form of communication should be used in each situation.

Ability to Work Under Pressure

Yard Technicians must have the ability to working under pressure means being able to continue doing your job effectively despite demands and stresses like not enough help, time, or expertise.

Organizational Awareness

Yard Technicians must get results by building and using formal and informal systems and by understanding the complexities of an organization's environment and structure. Understands "the why"- why a policy, procedure, business decision is the way it was established.

Time Management

Yard Technicians must use time to their advantage. They schedule specific times to complete tasks, avoid procrastinating, prioritize their tasks in line with department deadlines and goals, start their most difficult tasks first thing in the morning, follow up on requests, and use downtime for planning and preparation. They break up projects into specific action steps and keep the process moving. They keep organized records for quick reference when completing tasks. A large part of time management for employees is to understand the scope of a project before beginning work on it. Top employees understand their tasks, why they are performed, and how they fit into the big picture.

Teamwork

Yard Technicians must have the ability and desire to work cooperatively with others on a team; as a team leader, the ability to demonstrate interest, skill, and success in getting groups to learn to work together.

Task Oriented

Task-oriented (or task-focused) is a behavioral approach in which an employee focuses on the tasks that need to be performed to meet certain goals, or to achieve a certain performance standard. The Yard Technicians must be able to concentrate on the task at hand and be undaunted by repetition. They create schedules, meet deadlines, produce desired results efficiently and are organized.

Problem Solving/ Analysis

Yard Technicians analyze problems by gathering and organizing all relevant information. They identify cause and effect relationships and use sound judgment to make good decisions based on information gathered and analyzed. Must consider all pertinent facts and alternatives before deciding on the most appropriate action.

All IN

Yard Technicians take a long-term view and build a shared vision with others; act as a catalyst for organizational change. They influence others to translate vision into action. They can meet organizational goals and customer expectations. Yard Technicians hold themselves and others accountable for measurable high-quality, timely, and cost-effective results. They determine objectives, sets priorities, and delegate work. They accept responsibility for mistakes and comply with established control systems and rules. Yard Technicians practice the Company's mission, vision and values and is a key player in the company culture and promotes teamwork.

Education and Certifications

- 40 Hour Hazwoper Training, with current 8-hour refresher
- Forklift certified.

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.

- Work is primarily performed in a temperature-controlled office environment.
- While performing the duties of this job, the employee is required to walk 20% of the time, stand 10% of the time and sit 70% of the time.
- The employee must be able to lift and or carry up to 50 lbs.
- Employee may use computer, phone, copier, and other office equipment in the course of a day.
- While performing the duties of this job, the employee is occasionally required to use hand to finger, handle or feel objects, touch, and use tools, reach with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel, crouch, crawl, grasp, talk, hear, and walk during the course of employment.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus.
- Employee may be required to travel for business purposes.

Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is exposed to weather conditions prevalent at the time. This may include warm, hot or cold temperatures. The noise level in the work environment is moderate.

Work Schedule

As a non-exempt hourly employee, the employee shall work a designated 8-hour schedule Monday – Friday between the hours of 5:00 a.m. – 4:00 p.m. as assigned by management and dictated by business needs. Employee may earn overtime for any work performed beyond forty (40) hours; however, all overtime must be authorized in advance by management. Employee must also follow company's policies regarding required meal breaks.

Acknowledgement for Receipt of Job Description

I have received a copy of this Job Description and have read and understand its contents. I understand that if I have any questions pertaining to this job description or my overall job duties, I will consult my supervisor immediately. Furthermore, based on business demands, I understand that the company may revise my duties at its discretion.

Position Title:	Yard Technician I
Position Classification:	Full Time- hourly Non- Exempt
Position Reports to:	Location Manager
Position Supervises:	None

Employee Information

Employees Name:	
Employee Signature:	
Date:	

Supervisor Information

Supervisors Name:	
Supervisors Signature:	
Date:	