

POSITION: Yard Manager

REPORTS TO: VP of Operations

POSITION SUMMARY:

Responsibilities will include, but are not limited to, the scheduling, ordering, repairing, maintaining, dispersing, and organization of equipment and supplies from the yard, as well as overall maintenance of the office and yard facilities. General mechanical aptitude is a must to maintain, service, and repair tools and equipment to meet safety requirements. Inventory software knowledge and implementation will be required to keep track of all company equipment and materials.

DUTIES AND RESPONSIBILITIES:

- Enforces safety protocols and ensures compliance with applicable regulations and standards. Conducts safety inspections, provides training to yard personnel or those working in yard as applicable, and addresses any safety concerns promptly.
- Manages and organizes the resources within the construction yard, including equipment, machinery, tools, and materials. Ensures the necessary resources are available and properly maintained for efficient project execution.
- Handles the logistics and inventory control within the construction yard which includes receiving and organizing incoming materials, tracking inventory levels, coordinating deliveries and pickups, and ensuring that materials are readily available when needed.
- Oversees the maintenance and repair of equipment to ensure its optimal functioning. Schedules routine maintenance, coordinating repairs, and keeping maintenance records up to date. This may include small engine and tool repairs.
- Handles the disposal or replacement process when equipment reaches the end of its useful life or is no longer cost-effective to maintain. This may involve selling or auctioning off equipment, coordinating trade-ins, or managing equipment retirement in compliance with environmental regulations.
- Assesses the construction project requirements and planning the acquisition of necessary equipment or services. This includes identifying equipment needs, researching available options, obtaining price quotes, and making recommendations on equipment purchases or rentals. Coordinates and obtains competitive pricing for third party vendors to support project operations.
- Establishes and maintains relationships with equipment vendors, suppliers, and service providers. Negotiates contracts, coordinates equipment deliveries and pickups, and manages relationships to ensure timely and reliable equipment support.
- Maintains accurate records related to yard operations, including inventory records, equipment logs, maintenance reports, and safety documentation. Prepares reports on yard activities, resource utilization, and any relevant metrics for management review.
- Writes policies and procedures for checking out and checking in tools, ordering equipment, maintaining equipment, etc.

- Maintains spare parts/supply inventory along with all the PPE gear required for operations and coordinates the purchasing of these materials and supplies for use by the yard and the operations team, in coordination with the Safety Director.
- Makes frequent visits to the construction job sites to review proper training, use, and maintenance by the field teams when using yard tools and equipment.
- Works closely with Field Operations and Accounting to perform monthly billing for equipment and tools. Provides feedback to management on equipment utilization, cost of ownership, and operating cost to inform future equipment and tool needs and project cost allocation.
- Assist with loading and unloading of materials using forklifts, skid steer loaders and other equipment.
- Multitasks and prioritizes effectively.
- Works collaboratively with associates to ensure efficient operations.
- All other duties as assigned.

SKILLS AND ABILITIES:

- Excellent people skills; strong customer service orientation: high energy level.
- Ability to communicate effectively, both orally and in writing.
- Ability to organize and manage multiple priorities.
- Problem analysis and problem resolution; sound judgment.
- Basic computer skills.
- Ability to establish and maintain effective relationships with a wide cross section of individuals.
- Commitment to company values.

EDUCATION AND EXPERIENCE:

- High School/ Trade School Diploma or GED required.
- Minimum of 5 years of experience in construction yard or similar environment managing and operating tools, equipment, and warehouse.
- Requires in-depth knowledge of safety and compliance issues including ODOT and OSHA.
- Requires basic computer skills.

CERTIFICATES, LICENSES AND REGISTRATIONS:

- Forklift certification
- Valid Driver's license, Commercial Drivers License (CDL) if required.
- Clean driving record

WORKING CONDITIONS:

- 40% of duties are performed outdoors in natural lighting construction work site environment. Approximately 60% of time is spent walking or standing, 20% of time is spent bending, kneeling, or stooping, and 20% of the time is spent sitting which includes driving. About 25% of time is spent working with a computer. Some lifting between 25-50 lbs. is required.

WHAT WE OFFER:

CBC offers a competitive salary package that includes travel compensation (if applicable). Our generous benefits package offers employees the opportunity to participate in a top-notch health insurance program, company paid life insurance, and access to great supplemental programs for dental, vision, long term disability, and accident coverage. Our 401K retirement program offers excellent investment option with a company match. We offer a paid time off program, as well as paid holidays.

HOW TO APPLY:

If you are interested in applying for this position, please email your resume to: careers@builtbycontinental.com