



WAGNER EQUIPMENT CO. Job Description

JOB TITLE: Yard Operator
DEPARTMENT: Yard
REPORTS TO: Yard /Transportation Manager

Job Code: 326

Full Time **Supervisory** **Exempt**
Part Time **Non-Supervisory** **Non-exempt**

POSITION SUMMARY

The Yard Operator works in the yard loading and unloading customers.

Direct Reports: None

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Administrative:

- Fills out ship/receive reports
- Obtains rental agreements, does safety sheets, and SMM and license plates
- Ships and receives work tools from Caterpillar/Venders/Branches/Etc.
- Controls transfers to/from shops for attachments
- Enters information into DBS for attachments
- Fills out log
- Enters data entry of work tools
- Inquiries about inventory

Organizational:

- Coordinates Shipping and Receiving of work tools with Parts Dept. & Trucks entering Yard area
- Coordinates with the Sales Dept. transfers and movement of work tools

Interpersonal:

- Answers phone calls from all departments, customers, and sales staff
- Interacts with customers

Sales:

- Assists walk in customers when needed as well as customers on the phone

Technical:

- Blocks up loads
- Chains down loads
- Lift loads with variety of equipment
- Inspects work tool condition
- Performs minor repairs and adjustments to work tools
- Unloads railcars offsite at rail yard Keep yard in order
- Puts numbers in windows of machines
- Blades yard
- Removes snow inside fence
- Dirt and waters yard
- Loads and unloads attachments
- Ensures machines are ready

- Operates fork lift for shops and customers
- Fuels machines, checks fluid levels, and jump starts machines
- Controls physical inventory and counts inventory of attachments

Supervisory: N/A

ESSENTIAL JOB REQUIREMENTS

Minimum Education Required: High School Diploma or GED

Minimum Experience Required

Experience Defined: Basic (1-3 yrs) Intermediate (3 – 5 yrs) Advanced (5+ yrs)

Customer Service Experience- Basic
 Technical or Mechanical
 (Machine Service/Maint)- Basic
 Machine operating skills- Basic
 Forklift operation- Basic

Certificates, Licenses and Registrations Required: N/A

Required Skills and Competencies

Data Entry	Organizational Skills
Telephone Skills	Communication Skills
Safety Knowledge	Math Skills
Reading / Writing Skills	Product Knowledge
Reasoning Skills	

Preferred Skills and Competencies: N/A

Computer Skills

DBS- Basic

ADDITIONAL INFORMATION

Working Conditions

Noise	Quiet <input type="checkbox"/>	Moderate <input type="checkbox"/>	Loud <input checked="" type="checkbox"/>
Environment	Indoors <input type="checkbox"/>	Outdoors <input type="checkbox"/>	Both <input checked="" type="checkbox"/>

Specific Risks (please list): Climbing, elements – snow, rain, cold

Physical Requirements (Checked requirements indicate **more than 1/3 of the time spent on the job**)

Standing	<input checked="" type="checkbox"/>	Sitting	<input checked="" type="checkbox"/>	
Walking	<input checked="" type="checkbox"/>	Use of Hands	<input checked="" type="checkbox"/>	
Talking	<input checked="" type="checkbox"/>	Hearing	<input checked="" type="checkbox"/>	
Weight / Lifting	None <input type="checkbox"/>	1–25 lbs <input type="checkbox"/>	26–50 lbs <input type="checkbox"/>	More than 50 lbs <input checked="" type="checkbox"/>

Travel Requirements: To and from Rail dock

None 1-25% 25-50% 50-75% 75-100%

Limitations and Disclaimer

This job description is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Wagner Equipment Co. will reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.