

STRATHMEYER

L A N D S C A P E

Job Description

Job Title: Loading Yard Supervisor

Reports To: Operations Coordinator

Prepared: January 2018

Position Description:

The Loading Yard Supervisor will be a dependable energetic team player that is detailed oriented, have a strong work ethic, have great communication skills and will take ownership of their work. This position is responsible for material flow, inventory management, identification, loading and unloading material, quality control, and loading yard organization at our Dover, PA facility. Our Team Members understand, agree to, and implement Strathmeyer Landscape's Vision Statement and Core Values.

Example Duties and Responsibilities:

- ❖ Receive and offload materials and identify substandard quality levels.
- ❖ Pick up and/or delivery of materials/supplies/equipment as necessary.
- ❖ Maintain inventory levels and take physical inventory each month.
- ❖ Identify, label, and organize materials per job requirements.
- ❖ Load materials for the production crews for the next day's work schedule.
- ❖ Maintain an efficient flow of materials and keep loading yard organized to increase productivity.
- ❖ Maintain nursery to ensure quality plant material.
- ❖ Maintain irrigation systems to ensure plant stability and quality.
- ❖ Maintain constant communication with the Operations Coordinator on material levels to ensure adequate supply quantities for production crews.
- ❖ Manage and maintain all Company specified paperwork effectively and timely – i.e. time sheets, incident reports, etc.

Basic Qualifications:

- ❖ Ability to understand Company processes, procedures, and directives.
- ❖ Ability to effectively communicate both verbal and written.
- ❖ Confident in abilities to interact with people of all types.
- ❖ Ability and willingness to work under seasonal work demands.
- ❖ Ability to operate skid steer and articulated tractor.
- ❖ Able to lift and carry 50lbs or more.
- ❖ Current valid driver license.
- ❖ Ability to pass DOT physical and driving test.
- ❖ Spanish Language not required but a plus