



Job Title:	Yard Assistant
Department:	Yard/Shop
Job Grade/Level	Entry Level
Position Supervisor:	
Reports to this Position:	Alex Arizpe
Location:	Texas Timber Frames – Boerne, TX

### **Job Purpose/Summary:**

Assist the Yard Supervisor pull orders and stage them for delivery; assist the loading and unloading lumber and other construction materials from trucks; safely operate a forklift; and keep the yard and warehouse clean and organize. This position works outdoors in all weather conditions with limited coverage.

### **Principal/Main Responsibilities and Tasks:**

- Organize the yard
- Tag upcoming jobs
- Pull material and hardware
- Stage material
- Loading and unloading of trucks
- Maintain a safe and clean yard

### **Minimal Knowledge, Skills and Abilities Required:**

- Great time management skills
- Strong inventory skills
- Ability to use forklifts and similar machinery
- Great problem-solving skills
- Professional with a positive attitude
- Reliable and prompt with attendance
- Self-motivated and confident
- Strong written and oral communication skills
- Ability to multi-task and meet deadlines
- Construction or lumber yard experience (preferred)
- High School Diploma/GED
- Minimum of 1-year experience



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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_