 **Fleet Yard Coordinator**

 **Job Description**

**Job Title:**
Fleet Yard Coordinator

**Starting Salary:** $14.00/hour

**Job Description:**
The Fleet Yard Coordinator is responsible for managing daily Fleet yard operations. Daily activities may include, but are not limited to, loading/unloading equipment, supplies, & materials to support field operations. Issuing supplies & consumable items to field personnel. Completing small engine repairs & vehicle services, as needed, in addition to, general housekeeping of the entire facility grounds.

**Job Functions:**

* Loading/unloading equipment, materials, & supplies
* Using forklift & other equipment to complete assigned tasks
* General housekeeping activities (trash, debris, materials)
* Various tasks as assigned
* Small engine repairs – very low volume
* Light vehicle service – very low volume
* Communicate with team members to facilitate unloading/loading of deliveries
* Support and comply with working safely & company policies
* Report any unsafe act to Foreman immediately

**Position Requirements:**

* Ability to lift 45 pounds unassisted
* Work in outdoor conditions & inclement weather
* Must be people-oriented
* Mechanical aptitude for troubleshooting small engines
* Forklift operator certification or ability to obtain certification within first 90 days
	+ Company training provided for certification
* Comfortable taking direction and performing as expected
* Must be able to speak, read, & write in English
* Work independently with indirect oversight
* Reliable daily transportation
* Compliance with all regulatory & company regulations and policies
* Must be able to work overtime & weekends, as needed
* Clean Motor Vehicle Record
* Pass background check and preemployment drug screening
* A high school diploma or its equivalent is required