



**JOB TITLE:** Yard and Shipping Supervisor

<b>GENERAL DESCRIPTION</b>	
<p>Supervises yard shipping personnel and oversee Dispatch. Ultimately responsible for the products and materials that are shipped to jobsites and our truck drivers, and scheduled loads that are to be delivered.</p>	
<b>ESSENTIAL FUNCTIONS AND RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>– Oversees communication dispatch has with the Field Service crews to schedule deliveries to the job site.</li> <li>– Reviews dispatch load list for each project based on sequence of delivery and weights of pieces of product.</li> <li>– Schedule maintenance for shop mechanics.</li> <li>– Calculates the weight, blocking points and mileage routes to get to the jobsite.</li> <li>– Applies for the prorated license on semi-trucks and all other over the road vehicles.</li> <li>– Records and sends in truck mileage and fuel usage for IFTA quarterly and annually.</li> <li>– Purchases and maintains oversize and weight permits for all the semi-trucks.</li> <li>– Keeps track of the fuel that is being bought and if the state needs to reimburse the company for fuel bought outside the state.</li> <li>– Schedules yard and truck driver personnel based on workload.</li> <li>– Approves and schedules vacation requests for yard personnel and truck drivers.</li> <li>– Approval of weekly timecards of yard personnel.</li> <li>– Communicate and coordinate with the Patch &amp; Finish Supervisor on product to be repaired or shipped.</li> <li>– Complete special projects as requested and performs other duties as assigned</li> </ul>	
<b>KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED</b>	
<ul style="list-style-type: none"> <li>– Must have organizational skills; deal with many different jobs at one time.</li> <li>– React quickly to change and be able to effectively work when change occurs.</li> <li>– Know the necessary regulations for trucks hauling heavy materials over the road. (Federal and state regulations).</li> <li>– Have strong oral and written communication skills.</li> <li>– Must have interpersonal skills to keep strong relationships with customers and contractors.</li> </ul>	<ul style="list-style-type: none"> <li>– Have an overall knowledge of how the Field erection process occurs to determine which materials need to be at the jobsite and when.</li> <li>– Know how to run computer software programs and other technology.</li> <li>– Must know how to read and understand fuel logs.</li> <li>– Must be able to get the information needed when traveling and hauling to different states.</li> <li>– Know and understand how the prorated license works.</li> <li>– Must be able to manage a large group of people.</li> </ul>
<b>EDUCATION REQUIREMENTS</b>	<b>WORKING CONDITIONS</b>
<ul style="list-style-type: none"> <li>– High School Diploma or GED</li> </ul>	<ul style="list-style-type: none"> <li>– Moderate to high risk of exposure to unusual elements.</li> <li>– Moderate to high risk of safety precautions.</li> <li>– General Office Environment with a moderate to high exposure to production environment.</li> </ul>



This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job related duties as may be reasonably assigned by his/her supervisor.

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