



JOB DESCRIPTION

Job Title: Operations Manager-Millwork

Position #: MG3263

Position Type: Corporate Operations Corporate/Operations

FLSA Status: Exempt (Salaried) Non-Exempt (Hourly)

Business Unit: _____

Reports To: Business Unit or Location Manager

JOB SUMMARY:

Supervise and coordinate yard, warehouse, load building, loading, delivery and housekeeping activities.

ESSENTIAL FUNCTIONS:

- Supervise employees involved in one or any combination of the following functions: unloading, warehousing, order filling, load building, loading, delivery, and housekeeping.
- Administer location maintenance and repair programs for buildings and property, equipment, and vehicles. May coordinate the location's loss control activities such as fire, theft, safety, and fleet safety qualification and training.
- Develop work assignments, and maintain time and production records. Approve vacation schedules and time off sheets.
- Confer with yard/warehouse personnel to plan and allocate use of materials handling equipment such as conveyors, forklifts, and trucks, racking and various materials handling equipment.
- Suggest changes in working conditions and use of equipment to increase efficiency of employees.
- Ensure all orders are put together in a timely manner, and that special orders are received and shipped properly.
- Operate machinery as required; operate forklift and flat-bed trucks.
- Ensure yard and warehouse are safe working areas, and are kept neat and orderly.
- Involved in recruiting, hiring, employee orientation, training, and disciplining employees under his/her direction.
- May supervise the contractor sales counter and/or act as dispatcher.
- May be involved in purchasing activities and inventory cycle counts.
- Analyze and resolve work problems, or assist workers in solving work problems.
- Perform activities of workers supervised.
- Demonstrate a commitment to the quality improvement process and the philosophy of continuous improvement; identify and respond actively and with sensitivity to the needs of all customers; participate as a team player in all phases of the organization; and is open and responsive to change.
- Personally provide customers with knowledgeable, courteous, and prompt service at all times.
- Comply with all Company policies and procedures.
- Adhere to the Company's safety standards and enforce safety regulations.
- Other duties as assigned.

QUALIFICATIONS:

Education and/or Experience – Associate's degree in related field preferred and at least 5 years of related experience; or equivalent combination of education and experience.

Must have supervisory experience and industry knowledge.

Language Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, safety and governmental regulations, and technical procedures.

Ability to write business correspondence and develop reports.

Ability to effectively present information in one-on-one and group situations to employees, supervisors, and customers.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratios, and percent and to draw and interpret bar graphs

Reasoning Ability – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates and Licenses – Must be DOT qualified and have a "Class A" Commercial Drivers license (CDL), and comply with DOT/CDL standards.

Forklift certification required.

Other Skills and Abilities – May require the ability to operate the computerized point-of-sale system.

Knowledge of products and operations.

Requires use of tact to avoid conflict in carrying out assignments, as well as exercising continuous judgment.

Management skills are paramount.

Ability to meet multiple deadlines and work under stress

SUPERVISORY RESPONSIBILITIES:

Directly or indirectly supervise Delivery Supervisors, Forklift Operators, Equipment Operators, Load Checkers, Locksmiths, Welders, Mechanics, and Custodians.

The following duties apply to supervisory role (check all that apply).

- | | | | | | |
|-------------------------------------|------------------------------------|-------------------------------------|---------------------------------|-------------------------------------|---------------------------------|
| <input checked="" type="checkbox"/> | Conduct interviews | <input checked="" type="checkbox"/> | Assist in promotion decisions | <input checked="" type="checkbox"/> | Recommend disciplinary action |
| <input checked="" type="checkbox"/> | Assist in hiring decisions | <input checked="" type="checkbox"/> | Make promotion decisions | <input checked="" type="checkbox"/> | Assist in termination decisions |
| <input checked="" type="checkbox"/> | Make hiring decisions | <input checked="" type="checkbox"/> | Assist in performance reviews | <input checked="" type="checkbox"/> | Make termination decisions |
| <input checked="" type="checkbox"/> | Approve vacation & leaves | <input checked="" type="checkbox"/> | Conduct performance reviews | <input type="checkbox"/> | Other: |
| <input checked="" type="checkbox"/> | Review work performed | <input checked="" type="checkbox"/> | Take direct disciplinary action | <input type="checkbox"/> | Other: |
| <input checked="" type="checkbox"/> | Develop work assignments/schedules | | | | |

PHYSICAL JOB FUNCTIONS:

Average Hours per Week: 40 hrs

Shift: Day

Overnight Travel Required: None

The following information is intended to describe the physical and environmental factors associated with this position, as well as to provide specific information regarding these factors. Variations in conditions may occur under certain circumstances. The physical demands of these factors are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a list of the type of office machines, tools, or equipment that must be operated to complete the essential functions of the job and the frequency of use:

Office Machines:	Seldom (1-5%)	Occasionally (6-33%)	Frequently (34-66%)	Continuously (67-100%)
Computer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copier	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fax Machine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Postage Machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Printer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scanner	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10-Key Calculator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-Way Radio	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tools:	Seldom (1-5%)	Occasionally (6-33%)	Frequently (34-66%)	Continuously (67-100%)
Air Tools	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Generator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Tools	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scaffolding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wheelbarrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Equipment:	Seldom (1-5%)	Occasionally (6-33%)	Frequently (34-66%)	Continuously (67-100%)
Backhoe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bulldozer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compactor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crane Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curb Machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door & Jamb Machine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dump Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excavator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finisher (Concrete)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forklift	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Man Lift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mixers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strapper/Bander	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tractor Trailer (Semi)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trencher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Trucks (Single, 2 & 3 Axle)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truss/Component Machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Protective Clothing Required: Yes (please describe) No

Describe: Eye and ear protection may be required in certain areas, gloves and leather boots.

During a normal work day, you may be required to:

	Seldom (1-5%)	Occasionally (6-33%)	Frequently (34-66%)	Continuously (67-100%)
Bend	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drive	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift - Up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift - Up to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift - Up to 35 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift - Up to 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift - Up to 75 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach above shoulders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stoop	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Describe lifting, carrying and climbing requirements: Lift and carry materials up to 35lbs – 200 feet; up to 75lbs – 15 feet.

Repetitive use of hands would be for:

Simple Grasping Normal Weight: 1-5lbs Frequency: 34-66%
(Example: steering wheel, grabbing material, telephone, gearshift, etc)

Pushing & Pulling Normal Weight: 15-25lbs Frequency: 0-5%
(Example: pushing brooms, scrapers or trowels, wheelbarrow and material, etc)

Fine Manipulation Frequency: 34-66%
(Example: operating controls on equipment and/or machinery, etc)

Repetitive use of foot or feet in operating machine controls:

Describe: To operate foot pedals on vehicles and equipment.

Sensory Requirements: (Please check if sensory stimuli are necessary to complete the essential job functions.)

Speech: Essential to talk with customers, vendors, co-workers, or others in person, on telephone, or on radio.

Vision: Essential to avoid moving equipment, manipulate equipment and documents.

Smell: Essential for awareness of fuel leaks and fire.

Touch: Essential because of hot machinery and equipment.

Hearing: Essential to communicate on telephone or radio with customers, vendors, or co-workers.

Environmental Factors:

This job requires exposure to the following environmental conditions in an average 8-hour workday.

1. **Time spent inside** 35% **Time spent outside** 65%

Note: This person may work the entire 8-hour day inside the office or outside, depending on the tasks that need to be done.

2. **Atmosphere:** fumes odors dust gas mists poor ventilation
(Examples – saw dust, dirt, diesel fumes from forklifts and trucks)

3. **Noise:** very quiet quiet moderate loud very loud

4. **Hazards:** mechanical electrical burns chemical
flammable explosives other _____

Employee: _____ Date: _____

Supervisor: _____ Date: _____