



**Business Job Title:** Construction Yard Manager

**Reports To:** Director of Construction Operations

**Department:** Construction

**Supervises:** Construction Yard Personnel

**Pay Range:**

**Exemption Status:** Exempt

**Job Summary:** The Construction Yard Manager is responsible for the upkeep of equipment, facilities, materials management and daily activities in the construction yard allowing for the smooth and efficient operation of the construction team. The Construction Yard Manager supports construction by coordinating all daily construction activity including opening the yard, loading construction vehicles and ensuring all crews have necessary materials for their assigned jobs.

**Essential Responsibilities:**

- Read, understand, and be intimately familiar with the American Solar Electric Injury and Illness Prevention Program (IIPP). Enforce IIPP at all times.
- Read, understand, and be intimately familiar with the American Solar Electric Employee Handbook and all updates.
- Read, understand, and be intimately familiar with all American Solar Electric company policies pertaining to construction, operations and other job duties. Make policies and supporting documentation available to all employees.
- Report on daily construction activities including when vehicles leave and return to the yard.
- Maintain tooling and equipment inventory control system and maintenance plan.
- Operate computerized inventory system and accurately document daily inventory levels.
- Oversee maintenance of all vehicles assigned to the construction yard including Heavy Construction Vehicles
- Oversee yard security including the organization and control of all yard/truck keys.
- Oversee Construction Operations Crew in the overall general maintenance of yard to ensure efficient construction operations including but not limited to: baler, ice machine, trailers, air compressor, pressure washer, organization and stocking of construction materials, organization of trailer stock and tools, organization and stocking of Break/Training room, heavy vehicle inspections, organization and distribution of documentation.
- Required to perform other duties as required.



**Qualifications – Required:**

- Education: High school diploma
- Experience: Facility maintenance experience, computerized inventory experience as well as previous supervisory experience
- Other: Must be proficient in Microsoft Office Software. Candidate must have a valid Arizona driver's license and a clean driving record.

**Knowledge, Skills and Abilities:**

- Solid reading comprehension and writing skills required
- Must have strong interpersonal, communication skills, and work well with other people
- Must be able to manage multiple tasks, set priorities and work within time constraints
- Must be organized thorough and conscientious

**Physical Qualifications:**

- Must be able to lift 50 lbs ground to shoulder
- Must be able to walk 35 yards carrying 50 lbs
- Must be able to work in extreme summer temperatures with no shade available
- Must be able to withstand prolonged standing, kneeling and stooping for long periods of time

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of individuals in this position.

