

	<b>Mississippi Pillager, LLC</b> <b>dba White Earth Enterprises</b>	<b>Position Code:</b>	<b>Classification:</b> Non-Exempt
		<b>Position Description</b>	<b>Safety Sensitive:</b> Yes
<b>Position Title:</b> Building Maintenance & Yard Supervisor		<b>Reports To:</b> Building Supply Manager	
<b>Department:</b> White Earth Building Supplies		<b>Revision Date:</b> 05/22/2023	
<b>Division:</b> White Earth Building Supplies			
<b>Position Summary</b>			
<p>This position is responsible for maintaining buildings and grounds on property and overseeing any maintenance issues, as well as supervision of Yardman/Delivery drivers. This person will schedule deliveries for contractors and customers and keep a daily account of building materials and inventory, order materials and stock items for the store, while providing excellent customer service and maintaining good rapport with employees and other coworkers.</p>			
<b>Essential Duties &amp; Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Supervises employees associated with the receiving and delivering of building materials and appliances.</li> <li>• Supervise the security and maintenance of company grounds and oversees the safety and neatness of all areas.</li> <li>• Maintain good working relationship with contractors, customers, and suppliers, and handles and grievances in a timely manner.</li> <li>• Consult with clients, vendors, personnel in other departments or construction foremen to discuss and formulate estimates and resolve issues.</li> <li>• Price material of resale in order to reflect current market retail prices and to be competitive.</li> <li>• Tracks and oversees company building projects on a daily basis to see that materials are being ordered and delivered to job sites according to contractor.</li> <li>• Confer with owners, contractors and subcontractors on changes and adjustments to cost estimates.</li> <li>• Assess cost effectiveness of products, projects or services, tracking actual costs relative to bids as the project develops.</li> <li>• Create bids/estimates of material cost for customers.</li> <li>• Responsible for inventory counts and ordering supplies, per manager approval.</li> <li>• Assist behind the counter as needed.</li> <li>• Maintain vehicles, forklifts, and other equipment, such as oil changes and general maintenance, reporting safety hazards and scheduling outside maintenance as needed.</li> <li>• Other duties may be assigned.</li> </ul>			
<b>Supervisory Responsibilities</b>			
<p>Directly supervises 1-2 Yardman / Delivery employees.</p> <p>Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Training employees</li> <li>• Planning, assigning, and directing work</li> <li>• Appraising performance</li> <li>• Rewarding and disciplining employees</li> <li>• Addressing complaints and resolving problems.</li> <li>• Supervises employees associated with the receiving and delivering of building materials and appliances.</li> </ul>			

- Supervise the security and maintenance of company grounds and oversees the safety and neatness of all areas.
- Maintain good rapport with all staff.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

**Analytical** – Collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

**Continuous Learning** – Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

**Job Knowledge** – Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

**Use of Technology** – Demonstrates required skills; adapts to new technologies; troubleshoots technological problems.

**Design** – Generates creative solutions; demonstrates attention to detail.

**Problem Solving** – Identifies and resolves problems in a timely manner; develops alternative solutions; works well in group problem solving situations.

**Customer Service** – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service ; responds to requests for service and assistance; meets commitments.

**Communications** – Expresses ideas and thoughts verbally; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

**Managing Customer Focus** – Promotes customer focus; establishes customer service standards; develops new approaches to meeting customer needs.

**Oral Communication** – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

**Teamwork** – Gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts to succeed.

**Written Communication** – Writes clearly and informatively; able to read and interpret written information.

**Performance Coaching** – Sets goals and objectives; motivates for increased results; encourages training and development.

**Team Leadership** – Fosters team cooperation; ensures progress toward goals; acknowledges team accomplishments.

**Delegation** – Delegates work assignments; gives authority to work independently; sets expectations and monitors delegated activities.

**Leadership** – Inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others.

**Managing People** – Makes self available to staff; fosters quality focus in others; improves processes, products and services.

**Quality Management** – Demonstrates accuracy and thoroughness.

**Conflict Resolution** – Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.

**Diversity** – Shows respect and sensitivity for cultural differences; promotes a harassment-free

environment.

Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Adaptability – Adapts to changes in the work environment; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Personal Appearance – Dresses appropriately for position; keeps self well groomed.

Sales Skills – Initiates new contacts; maintains customer satisfaction.

Attendance/Punctuality – Is consistently at work and on time.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals.; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative – Seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed.

Innovation – Meets challenges with resourcefulness; generates suggestions for improving work.

Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; organizes or schedules other people and their tasks.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Quantity – Completes work in timely manner; works quickly.

Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions ; uses equipment and materials properly.

### **Position Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Other Requirements**

- Must be able to meet background and licensing standards throughout employment.
- Possess valid Driver's License and insurance for travel between sites, complete deliveries, and to other business related destinations.
- Minimum 21 years of age.
- Ability to maintain confidentiality.

### **Education & Experience**

- High School Diploma or Equivalent
- Associate's degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- Must have three years experience in the lumber business or related field
- Must be able to pass a criminal background check and drug screening.

## **Knowledge & Skills**

### **Language Skills**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical Skills**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

### **Reasoning Ability**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of:

- Internet software
- Current POS System Inventory software
- Order processing systems

### **Additional Knowledge & Abilities**

- Knowledge of business and management principles involved in strategic planning, resources allocation, leadership techniques, production methods, and coordination of people and resources.
- Knowledge of all building materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Knowledge of raw materials, production processes, quality control, costs and other techniques for maximizing the effective distribution of goods.
- Knowledge of principles and methods for showing, promoting and selling products for services. Including market strategies and tactics, product demonstration, and sales techniques.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office terminology and procedures.
- Ability to operate other equipment such as forklifts and other delivery vehicles.

## **Physical Demands**

The physical demands described here 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.

While performing the duties of this Job, the employee is regularly required to:

- Reach with hands and arms.
- Talk or hear.
- Stand, walk and sit.
- Use hands to finger, handle, or feel.
- Stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 80 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **Working Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; risk of electrical shock and vibration. The employee is exposed to occasional driving in adverse weather-related road conditions.

The noise level in the work environment is usually moderate.

**Divisional Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources Review:** \_\_\_\_\_ **Date:** \_\_\_\_\_