



Loader Operator - Job Description

Functional Summary

We are looking for a competent, responsible, and dedicated Loader Operator. You will undertake a variety of tasks, such as using machinery to load customer and contractor materials, tracking incoming inventory, and organizing outdoor supply materials. We are looking for an employee who is professional, consistent, and timely. You must offer weekend availability, perform proper customer service, be willing to work long hours if needed, and have the ability to lift up to 75 lbs. on occasion. Mechanical / construction experience is helpful but not required – rather, an individual who is hardworking, motivated, and willing to learn will excel in this position. An employee who maintains these qualifications will be offered a full-time salary with the opportunity for career growth. Salary is based upon experience and skill set.

Key Responsibilities

- Load customer and contractor vehicles with requested materials
- Greet customers and answer questions about specific materials
- Track incoming inventory deliveries from suppliers and collaborate with front desk to remain organized
- Track outgoing deliveries for customers and contractors and collaborate with front desk to remain organized
- Organize supply yard to keep materials fresh and separated
- Review supply yard to assess when material inventory orders are necessary
- Operate the loader and other heavy equipment in a safe and appropriate manner
- Perform daily maintenance and safety checks of equipment
- Understand and follow directions from supervisors as to required work
- Promote, execute and adhere to the company's safety program, and encourage all employees, subcontractors and consultants to adopt safety as a culture

Qualifications

Education, Certifications, and Licenses

- High School Diploma or G.E.D. preferred
- Valid Driver's License
- Pass DOT Physical

Skills & Abilities

Interpersonal skills

Heavy Equipment Operation

Have a sense of urgency to meet deadlines

Accomplish goals in a team environment

Time Management

Demonstrate Professionalism

Multi-task and set priorities effectively

Possess a positive “can do” attitude

Submit resume to lehnhoffsupply@gmail.com

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. Personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.