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# Example of Yard Worker Job Description

Our company is growing rapidly and is looking to fill the role of yard worker. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for yard worker

* Responsible for the safety of the staff and drivers in and around the yard and the safe efficient operation the yard
* Manage the yard and office building
* Responsible to manage all on site equipment
* Ensure all security policies are followed
* Communicate effectively with drivers, brokers, terminal staff, dispatch staff regarding equipment and load arrivals, departures and requirements
* Process driver paperwork and full load paperwork for outbound loads
* Log all truck and trailer arrivals and departures
* Other general duties as required
* Reviews materials loaded against invoice or requisition
* Drives various lifting devices

## Qualifications for yard worker

* Work overtime, including weekend hours, at onsite auction sales
* Six (6) months experience with performing these or similar tasks
* Or equivalent combination of training, education and experience
* Requires OSHA Forklift Certification
* Minimum of secondary education, with preference of post-secondary education (general stream), or a combination of education and experience
* Preferably 1-2 years previous transportation or operational experience is preferred, various roles within transportation would be beneficial