



2081 Van Horn Road*Fairbanks, AK*99701*907.455.7712

Job Title:	Yard Laborer/Expeditor	Classification:	GENERAL LABOR
Location:	Fairbanks	Travel Required:	NO
Level/Salary Range:	DOE	Position Type:	FULL-TIME
Job Status:	Non Exempt	Supervisor	Warehouse Yard Laborer Lead
Will Train Applicant(s):	YES	Supervisor Responsibilities:	N/A

Applications Accepted By:

Fax: (907) 455-7713

Attention: HR Department

Mail:

Alaska Dreams, Inc
2081 Van Horn Road
Fairbanks, Alaska 99701

Job Description

Job Purpose: The Yard Laborer/Expeditor role is to maintain the organization of shops and yard, maintain equipment, tools, and vehicle maintenance records and schedules. Perform expediting of building materials to job sites as required. This position demands a professional and driven person possessing excellent organizational skills. Strong emphasis on dependability, honesty, demonstrating a positive attitude, being a team player, and organizational skills.

Duties:

- ✚ Clean, organize and eliminate possible hazards at Alaska Dreams, Inc. shops
- ✚ To carry and load construction materials to craft persons working on building construction projects, using flatbed trucks, trailers, forklifts
- ✚ Control traffic passing near, in, and around work zones at Alaska Dreams Inc. property
- ✚ Signal equipment operators to facilitate alignment, movement, and adjustment of machinery, equipment, and materials
- ✚ Maintain/change oil of equipment (i.e. generator, etc...) upon return from jobsites
- ✚ Load, unload, identify, and distribute building materials to the appropriate location in yard according to project
- ✚ This position is physically demanding work. Requires lifting and carrying heavy objects, stoop, kneel, crouch, or crawl in awkward positions. Some work is performed at heights and outdoors in all weather conditions
- ✚ Other duties as assigned.

Skills/Qualifications:

- ✚ The ability to read and write English, solve math problems quickly and accurately
- ✚ Maintain maintenance records of Alaska Dreams Inc. vehicles and schedule maintenance/repair
- ✚ Some mechanical skills required and experience with machinery repair desirable
- ✚ Manual dexterity, eye-hand coordination, good physical fitness, a good sense of balance, and an ability to



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work as a member of a team are necessary.

- ✚ Must be able to lift up to 70 lbs, stoop, kneel, crouch, or crawl in awkward positions, and be outdoors in extreme weather conditions.
- ✚ Knowledge and experience with basic hand tools and equipment.
- ✚ Must be dependable, honest, an efficient team player, and be able to follow directions.

Job Requirements:

- ✚ To avoid injury, you will be required to wear safety clothing, such as gloves, steel toe boots, hardhats, and devices to protect your eyes and hearing
- ✚ Yard laborer /expeditors generally work 8-hour shifts, although longer shifts could be required
- Must possess a valid driver’s license and provide a copy of driving record.
- Pre-employment drug and alcohol testing is required.

Reviewed By:	Anna Huser	Date:	1-15-10
Approved By:	Anna Huser	Date:	6-22-10
Last Updated By:	Anna Huser	Date/Time:	6-22-10