



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

<b>Job Title:</b>	Lead Warehouse Yard Laborer	<b>Classification:</b>	Laborer
<b>Location:</b>	Fairbanks	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	DOE	<b>Position Type:</b>	FULL-TIME
<b>Job Status</b>	Non Exempt	<b>Supervisor:</b>	Project Manager
<b>Will Train Applicant(s):</b>	YES	<b>Supervisor Responsibilities</b>	Yes
<b>Applications Accepted By:</b>			
<b>Fax: (907) 455-7713</b> <b>Attention:</b> HR Department		<b>Mail:</b> Alaska Dreams, Inc 2081 Van Horn Road # 2 Fairbanks, Alaska 99701	
<b>Job Description</b>			
<p>Job Purpose: Coordinate and supervise activities of laborers engaged in loading, unloading, storing, transferring and distributing materials. Maintain warehouse inventory and track vehicles maintenance records. Strong emphasis on dependability, honesty, efficiency, demonstrating team leadership with emphasis on a positive attitude.</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>+ Consults with supervisor and Foreman for allocation and use of materials and inventory.</li> <li>+ Directs laborers to engage in keeping records of materials received and used.</li> <li>+ Inspects incoming materials and verifies invoices.</li> <li>+ Inspects, evaluates equipment, determines repair if required and notifies management.</li> <li>+ Responsible for the tracking and accuracy of purchase orders.</li> <li>+ Establishes or adjusts work procedures to meet production timelines.</li> <li>+ Performs same activities as laborers being supervised.</li> <li>+ Suggest changes in working conditions and use of equipment to increase work &amp; effectiveness of labor crew.</li> <li>+ Expedite duties as needed.</li> <li>+ Approve laborers time.</li> <li>+ May supervise up to 6 employees in yard or warehouse shop.</li> <li>+ May train new employees as needed.</li> <li>+ Enforces all company policies, procedures and safety requirements including employee discipline and documentation and assists in preparing employee evaluations in a timely manner.</li> <li>+ Other duties as assigned.</li> </ul> <p><b>Skills/Qualifications:</b></p> <ul style="list-style-type: none"> <li>+ Minimum 12 months of experience in warehouse and yard lead.</li> <li>+ Must have experience with Excel, Word and Outlook program</li> <li>+ Must have good communication, negotiation, and mathematical skills and the ability to perform financial</li> </ul>			



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analysis.

- ✦ Ability to follow directions provided by management.
- ✦ Ability to present information in one to one and small group situations to supervisors and employees of Alaska Dreams, Inc.
- ✦ Ability to apply common sense to all situations that may arise and understand oral and written instructions.

**JOB REQUIREMENTS:**

- Must possess a valid 'Class A' Commercial driver's license and provide a copy of driving record.
- To avoid injury, will be required to wear protective clothing, such as gloves, steel toe boots, hard hat and devices to protect eyes and hearing.
- May be exposed to harsh weather while working outside.
- The work shift is generally 8 to 10 hours, although longer shifts and some weekends and holidays may be required.
- Manual dexterity, eye and hand coordination, good physical fitness, a good sense of balance, able to lift at least 70 lbs and an ability to work as a leader and positive member of team.
- Pre-employment drug and alcohol testing is mandatory.

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