



## **Position Title: Yard Service Associate**

### **Position Tasks & Activities**

- Clean and service vehicles and equipment.
- Check rental contracts to be sure the right equipment goes out.
- Check fluid levels and test operation of equipment before loading.
- Secure loaded equipment per company procedure and inspect in transit if necessary.
- Review work lists with supervisor.
- Assist with minor repairs and the painting of equipment.
- Assist in keeping rental yard, storage rooms and parking lot clean and organized.
- Load and unload equipment for customers.
- Assist in moving equipment to the outside display area every morning.
- Assist in removing the equipment from outside display area each evening.
- Maintain open communication with counter staff and manager.
- Introduce customers to new lines of equipment that would fulfill their project needs.
- Ensure all customers are instructed in the proper and safe use of equipment and demonstrate operation when necessary.
- Maintain a clean and professional appearance.
- Keep workstation clean and stocked with service tags and fuel.
- Adhere to all company policies, procedures, rules and regulations in written or verbal form.
- Comply with government safety requirements and other regulations and security in store.
- Attend department, store and safety meetings.
- Perform other duties as requested.

### **Nature of the Work:**

Ensure proper distribution, return and cleaning of equipment promptly and safely and that grounds are kept mowed, shoveled and clean. The work is typically very physical and demanding, both from strength requirements and the stamina required. May help delivery personnel load and unload delivery vehicles. Will, from time to time, help maintain inventory. Shipping and receiving functions, from light to heavy, are also performed. Janitorial responsibilities, both inside and outside the premises, are also involved.

**Working Conditions:**

Must stand for long periods of time. Some work will be indoors with general warehouse conditions, in which some work areas may not be heated or air conditioned. The majority of work is completed outside, with varying weather conditions. This job requires constant interaction with co-workers and with the public. This position requires frequent lifting and a significant degree of walking, bending, pushing and transporting objects of various weights and dimensions. May have exposure to chemicals, including but not limited to gasoline, diesel fuel, propane, kerosene and cleaning solvents. Propane is an obvious hazard, hence a sense of smell is required.

**Education, Skills & Requirements:**

- A high school diploma or equivalent GED is preferred but not required.
- Yard service/maintenance experience is a must.
- Ability to lift approximately 70 lbs.
- Maintain a professional personal appearance.
- Possess customer relation skills.
- Pass company drug screen.
- Must maintain an acceptable attendance record.
- Be willing to learn the Point of Rental system, have basic computer knowledge.
- Must be able to provide, understand and complete instructions furnished in written, oral or scheduled form.
- Maintain a cooperative working relationship with co-workers.

**Reports to:** Counter Associates at location working at

This company is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: veteran status, race, color, religion, sex, marital status, national origin, physical or mental disability and/or age.