



**TRUCKEE TAHOE
LUMBER COMPANY**

JOB DESCRIPTION:

Load Builder

FLSA Status: Non-exempt

Department: Truckee

Date Updated: July 31, 2018

JOB SUMMARY: Under the supervision of Load Building Manager, the Load Builder will be responsible for accurately and efficiently assembling materials from yard orders for delivery while maintaining stock in an organized and professional manner, restocking returned products and maintaining housekeeping and safe working conditions. All employees are expected to be consistent in following company policies and procedures and safety guidelines; timeliness, quality, accuracy and thoroughness of work performed; attendance, dress, leadership, teamwork, honesty, integrity and respect for others.

ESSENTIAL FUNCTIONS:

1. Builds and stages loads from yard orders
2. Establishes priority of orders to be built
3. Loads delivery trucks accurately and safely
4. Operates all power equipment properly and safely
5. Stocks materials and maintains clear access to inventory
6. Operates forklift and conducts daily maintenance checks
7. Restocks returned material
8. Provides customer service as needed
9. Assists in providing yard security
10. Uses good housekeeping and end of shift clean up
11. Understands and follows company policies and procedures
12. Has a team player attitude
13. Takes responsibility for own mistakes and errors
14. Maintains a quality attendance and safety record
15. Completes all assigned tasks willingly and without prompting
16. Performs other duties as required

REQUIREMENTS:

- | | |
|-------------------|---|
| Education | A high school education or equivalent is required. Must be able to read, write and speak English and have the ability to work with and understand printed forms and documents. |
| Experience | Prior experience in the building industry or customer service is desirable, but not required. |
| Skills | Positive interpersonal skills
Good organizational skills |
| Physical | Ability to lift objects weighing up to 100 pounds and meet the physical requirements as defined in the pre-placement physical |
| Other | Must be able to pass pre-placement business math test
Must be able to maintain positive, professional relationships with customers and co-workers.
Must be able to understand and follow instructions, both verbal and written
Must be able to organize and prioritize the workload assigned
Must be a self-starter, able to work with minimal supervision to complete assigned projects. |

Typical Working Conditions: This position works outside constantly. An employee in this position will encounter high heat and very cold temperatures. Weather conditions encountered will be sun, rain and snow. An employee in this position will be handling treated lumber and may be exposed to fumes from these products. An employee in this position may also encounter mold.

Equipment Used: This position requires an employee to use forklifts, chainsaw, panel saw, cutoff saw, bobcat, snow blower, shovels and other equipment as assigned.

Essential Physical Tasks: This position requires constant lifting, bending, reaching, stacking, standing and other physical demands.

Analysis of Physical Demands

Key (Based on typical week):

N=Never

R=Rarely (Less than 1 hour per week)

O=Occasional (1%-33% of time)

F=Frequent (34%-66% of time)

C=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						Twisting/Turning					X
Under 10 lbs			x			Reach over shoulder					X
11-20 lbs			x			Reach over head					X
21-50 lbs				x		Reach outward					X
51-100 lbs					x	Climb					X
Over 100 lbs					x	Crawl	X				
						Kneel				X	
Pushing/Pulling						Squat				X	
Under 10 lbs			x			Sit				X	
11-20 lbs			x			Walk-Normal Surfaces					X
21-50 lbs				x		Walk-Uneven Surfaces				X	
51-100 lbs					x	Walk-Slippery Surfaces				X	
Over 100 lbs					x	Stand					X
						Bend					X
Driving											
Automatic Trans					x						
Standard Trans	x										
Other											
Keyboard/Ten Key	X										
Fingering (fine dexterity)	X										
Handling (grasping, holding)					x						
Repetitive Motion - Hands					x						
Repetitive Motion - Feet					x						