



# JOB DESCRIPTION

**Position:** Pipe Yard Lead – Day Shift

**Date:** September 2022

**Reports to:** Dayshift Warehouse Supervisor

**Overview:** The Team leader oversees the day-to-day activities of the Pipe Yard. Monitor workflow, assign work, create individual development plans etc. and ensure work is completed accurately and in a timely manner.

Responsible for the daily handling and shipping of pipe. Handle any assigned activities. The pipe yard person's primary task is to ensure all customer orders are properly and accurately packed and loaded onto the trucks for timely delivery.

## **Functions include:**

- Pick, check, bundle and load pipes and crates on trucks.
- Ensure orders are picked accurately and completely
- Follow the proper TWL procedures as outlined for and picking pipe.
- Put away pipe bundles and crates in proper bin locations as required.
- Replenish picking bins as necessary.
- Prepare, Pick and bundle pipe for loading.
- Maintain a clean and safe yard environment.
- "Shunt Trucks" whenever necessary.
- Work on any given "special" assignments.
- able to visualize and safely load a flatbed boom truck based on product to go on the truck
- Assist in warehouse functions as requested
- Any other duties as requested

## **Requirement:**

- Hours are Monday to Friday 5:0am – 2:00pm or until orders are picked and trucks are loaded
- Extra hours may be required
- Safety shoes required
- Strong communication skills required
- Ability to work in a fast paced environment
- Must be able to multitask
- Good attitude toward workplace, products and co-workers
- Punctual and good attendance

## **Position Outcomes/Objectives and Standards of Performance**

*Employee is at work on time and stays until all work is complete, which may include working additional hours to accomplish this objective. Co-workers view this employee as a reliable and dedicated team member. Assists with back up to other departments when required and takes the initiative to provide solutions to department challenges in order to increase operational efficiencies.*