

Masonry Yard Manager/Operator
Cranesville Block Co., Inc.



Summary: A leadership position who manages, plans, and operates all functions of production. Includes use of equipment, skid steer, fork-lift and general oversight of production and maintenance functions to ensure operations are within quality, cost, safety, and performance standards of company.

Essential Duties & Responsibilities: Other duties may be assigned.

- Maintain orderly product displays.
- Provide customer service to walk in customers of the retail store.
- Answer questions regarding products and product applications.
- Complete and submit required forms and communications to corporate office as directed.
- Assists with related special projects, as required.
- Assist answering and fielding calls for concrete, masonry and precast divisions.
- Assist in obtaining pricing and shipping arrangement for products purchased from outside sources. This includes products such as rebar, wire mesh, landscape products.
- Reconcile daily cash receipts.
- Process credit card purchases.
- Assist in maintaining adequate inventory of products for resale.
- Communicate with other Cranesville retail locations to utilize existing inventories of resale products in order to prevent overstocking and increase sales.
- Take customer order delivery information if needed.
- Operate forklift, skid steer or pay loader.
May operate loader.
- Work with in all safety procedures.
- Comply with all company policies.

Supervisory Responsibilities: Yes

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Education and Experience: Undergraduate degree preferred but not required. A broad background of the block and masonry industry and any knowledge of the construction industry is preferred.
- Computer Skills – Able to work with email, share files, Microsoft Word and Excel.
- Excellent communication skills are a preferred.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Able to deal with problems involving a few variables in standardized situations.

Certificates, Licenses and Registrations:

None

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may be regularly required to sit and talk or hear. The employee frequently may be required to walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand. The employee may regularly lift and/or move up to 65 to 85 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 10 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee may be regularly exposed to dust or dirt particles and other outside weather conditions. The employee may be frequently exposed to moving mechanical parts; high, precarious places; and vibration. The noise level in the work environment is usually moderate.

Why Choose Cranesville:

- Competitive Pay
- Medical, dental and disability benefits
- Group Retirement Savings Platforms
- Health and Wellness Programs
- Cranesville is a family business that offers growth and self-development opportunities for all job types.