



General Yard Associate Job Description

Job Data:

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| Job Title: | General Yard Associate |
| Department: | Service Department, Pro Power Sports & Marine, Inc. |
| Supervisor: | Service Manager or Service Foreman |
| Supervises: | N/A |

Summary Description:

The General Yard Associate is responsible for carrying out all jobs and assignments given to him/her by the Shop Foreman and/or the Service Manager. This individual requires Supervision and direction. This individual is safely able to operate most of the equipment marketed by the dealership. May assist Technicians with set ups & basic repairs. May help customers load/unload units. Must conduct themselves in the presence of customers in a manner that promotes a positive image of the company.

Major Duties and Responsibilities:

1. Service Department Operations:

- Follow all safety rules and regulations in performing work assignments.
- Operate Fork Trucks & bobcats to load, unload trucks in a safe and error free manner.
- Perform basic service task as may be assigned by Service Manager or Service Department Foreman.
- Clean & Prep units prior to delivery
- Locate & Stage “for sale” units in predetermined location B-4 store opening & after closing.
- Maintain a clean and organized yard.
- Maintain a secure working environment by following lock/unlock procedures.
- Drive shop vehicles for product delivery, pick up & show set ups.
- Basic building maintenance duties such as lawn mowing, trimming, sweeping, painting, sign & banner erecting, etc is part of this positions duties.
- Must be mechanically inclined and be comfortable working around equipment.
- Maintain a clean work area and perform work in a neat and orderly fashion.
- Bring to the attention of the Service Manager any shop tools, equipment or vehicle that is not in a serviceable condition or is unsafe to use.
- Always conduct self so as to present a professional image of the dealership.

2. Qualifications and Job Requirements:

- Knowledge of equipment preferred but not required
- Basic mechanical skills
- Completion of or working towards a high school diploma or GED equivalent
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to take work direction
- Computer skills
- Organizational skills
- Desire to grow and advance within the organization

3. Physical Demands:

- The noise level in the work environment is usually Moderate
- Requires the use of both hands
- Frequently required to bend, stoop, crouch, reach, handle tools and lift in excess of 80lbs. of material
- Frequently requires the ability to balance and push an 800 lb. ATV or Motorcycle

4. Commitments

- Treat all employees and customers fairly, courteously and with dignity
- Maintain positive relationships with customers, other employees and owners
- Be early, flexible and available for scheduling
- Focus on Quality & Service
- Be neat and clean
- Wear uniform and name badge every day

5. Working Conditions:

- Frequently works near moving mechanical parts
- Is potentially exposed to battery acid, gasoline, chemical cleaning material or other toxic materials commonly found in motor vehicle service departments, some of which may be considered health hazards
- Occasionally, exposed to exhaust fumes or other airborne particles