



Job Description

TITLE:	Yard Operations Manager
DEPARTMENT:	Administrative
JOB STATUS:	Exempt
LOCATION:	Various locations within the Metropolitan DMV area
REPORTS TO:	President

Summary: The Yard Operations Manager is responsible for managing the coordination between the operation of dispatching, purchasing, shop management, and yard management. Bilingual, written and verbal English, Spanish and Portuguese highly desired.

Primary Duties & Responsibilities:

- Oversees all dispatch ordering and scheduling efforts
- Manages the full life-cycle for resource management, from purchase ordering through delivery and usage
- Ensures timely procurement of all construction-related materials and services
- Oversees the effective operation of mechanical/maintenance shops. Ensures all company equipment/vehicles are up-to-date on servicing and able to perform effectively
- Ensures timely service of all relevant equipment/vehicles/property
- Performs selected preventive facility maintenance and ensures upkeep and maintenance of the yard, parking areas, and buildings
- Oversees the scheduling and delivery of company owned or rented equipment, tools, and supplies to Anchor jobsites
- Manages yard, shop, and dispatch personnel as assigned by VP of Field Operations
- Evaluates work of yard operations employees and participates disciplinary actions as necessary
- Coordinates site/location security measures
- Oversees the formal tracking and inventory of company property
- Reports any problems and/or safety hazards to the Safety Director
- Ensures a safe work environment in compliance with OSHA, State regulations, and all company safety policies and procedures

Required Qualifications:

- 4-year degree in Construction or related field operations management experience is preferred
- 10+ years of experience in Construction including extensive experience overseeing shop/maintenance and yard operations, dispatching, and purchasing activities
- Proven knowledge of procurement activities, inventory, and resource management
- Extensive experience as a lead superintendent highly desired
- Ability to work effectively with minor supervision
- Bilingual in English and Spanish essential
- Ability to handle multiple priorities effectively
- Ability to work overtime as needed

- Demonstrated leadership and supervisory skills.
- Possess strong interpersonal skills and good relationship building skills.
- Self-starter with ability be able to motivate others to improve their quality of work.
- Excellent team player.
- Well organized and have excellent time management skills.

EEO Statement

Anchor Construction takes affirmative action to ensure that applicants are treated without regard to their race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, or physical handicap.