

Job Description and Responsibilities

Load Builders/Receivers are responsible for pulling lumber and building materials to fill customer orders for delivery. Load Builders/Receivers are required to maintain a safe, clean and well-organized lumber yard; loading and unloading of lumber and/or building supplies and operating a forklift.

1. Accurately pull loads as per the pick ticket, stage and mark loads for delivery.
2. Build units in such a way that the load is customer friendly.
3. Double check loads for accuracy.
4. Load material on trucks for delivery, this includes lumber, decking, window, doors, cabinet loads and anything going out for delivery.
5. Assist customers in the yard and warehouse as needed.
6. Daily inspections and maintenance of forklifts.
7. Store lumber and building materials properly. Protect from weather and damage.
8. Unload vendor trucks, inspect, match paperwork and put material away properly.
9. Have daily communication with the purchasing agent to communicate issues and opportunities
10. Cycle count products when necessary and rotate inventory to ensure that product stays clean and in good condition
11. Re-stock returned materials when determined that material is in good condition.
12. Help to keep the lumber yard safe and clean
13. Communicate clearly and effectively with employees, management, and customers.
14. Perform any special assignment/projects as required by the Yard Foreman.