



## Position Profile

**Job Title:** Yard Coordinator

**Reports To:** Management

## About Us

Building on our history of residential work over the past 30 years, Len Corcoran Excavating (LCE) has grown to become a leader in underground infrastructure work for municipalities, large commercial, industrial and institutional organizations in our community and surrounding area. LCE is committed to providing a safe, comfortable and welcoming environment for all our employees. We strive to be a different kind of construction firm; one that believes in honest communication and providing the front-line employees with what they need in a timely manner to allow them to do their jobs to the utmost of their ability. Everyone who works at LCE shares in the challenges, successes and growth of the company and everyone's voice is welcome. LCE is committed to putting *People before Profit*.

## Job Summary

The incumbent is responsible for the daily upkeep of our equipment and material storage yard while shipping and receiving of materials and supplies and conducting inventory control. Working closely with project managers, site supervisors, mechanics and the health and safety coordinator, the incumbent ensures service trucks are supplied each day with the required materials, tools and supplies for multiple jobsites while ensuring a safe work environment.

This position requires excellent time management, ability to prioritize and multitask and strong interpersonal skills.

## Duties and Responsibilities

- Oversee opening & closing duties as needed, combined with the daily upkeep of the yard including organizing stock and general yard maintenance.
- Plans, organizes, orders, controls and manages shop supplies
- Negotiates pricing with suppliers
- Supports shop maintenance, including hand tools and specialty equipment
- Troubleshooting, problem solving, sourcing required materials/supplies/tools
- Ensures safe handling of materials, supplies and equipment
- Perform other related labour duties as required
- Supervise and assign duties to additional staff as required (typically summer students)

## Qualification

- Strong mechanical and general construction knowledge considered an asset with a minimum of 5 years industry experience (Heavy Civil, Sewer & Watermain Construction) preferred
- Post Secondary Education in the field of civil construction and or the trades considered an asset
- Knowledge of Heavy Equipment Operations for loading/unloading and general yard duties experience required
- Class 'G' Driver's licence required, DZ licence an asset
- Experience with Microsoft Office Products considered an asset
- Experience with inventory control considered an asset
- Must have excellent communication skills
- Excellent attention to detail
- Ability to work independently and in a team environment

## Working Conditions/Physical Demands

- Work is performed both indoors and outdoors. Must be willing and able to work in inclement weather
- Ability to work in fast paced, dynamic work environment
- Required to stand for extended periods of time, lift heavy objects (up to 50 pounds) on a regular basis, perform repetitive tasks
- Physically capable of walking on uneven terrain, climbing slopes
- Flexibility to work extended hours as required

## Health and Safety

- Strong understanding and commitment to Len Corcoran Excavating Ltd.'s health and safety policy and procedures
- Knowledge of construction safety as outlined in the Occupational Health & Safety Act., Traffic Control and First Aid
- Proper use of Personal Protective Equipment is mandatory

## Accommodation

Our company is committed to providing accommodations throughout the recruitment process. If you are an individual who requires accommodation due to disability, please email us at [hr@lencorex.com](mailto:hr@lencorex.com)