



JOB DESCRIPTION

Job Title: YARD SPOTTER

Department: Transportation / Logistics

Location: Distribution Centers

JOB SUMMARY AND PURPOSE

The Yard Spotter inspects, maintains, organizes, and oversees the operations of the Distribution Center Truck Yard.

WORKING RELATIONSHIPS

Reports to the Distribution Facility Manager. Communicates effectively with peers and business partners.

DUTIES AND RESPONSIBILITIES

- ★ Pre- and Post-Trip inspections of the Truck Yard
- ★ Daily Yard check to report loaded, empty, damaged, and Out-of-Service (OOS) trailers to the Distribution Center (DC).
- ★ Communicate with inbound / outbound drivers and DC regarding trailer arrivals and departures.
- ★ Yard organization and Yard space utilization
- ★ Check drivers in by verifying trailer seal numbers and signing Proof of Delivery forms (PODs)

QUALIFICATIONS AND EXPERIENCE

- ★ Experience maneuvering and backing trailers into dock doors.
- ★ Distribution Center 1 (DC1 – Morgantown, WV) – a Valid CDL License is required for this location.
- ★ Distribution Center 2 (DC2 – Fairmont, WV) – a Valid CDL License is required for this location.

KNOWLEDGE, SKILLS, AND ABILITIES

- ★ Clean driving record with no moving violations.
- ★ Skilled at driving large vehicles.

SUPERVISION

This position does not have any supervisory responsibilities.

COMPETENCIES

- ★ **Drive for Results** – Push themselves and others consistently to meet or exceed goals.
- ★ **Managing and Measuring** – Assign responsibility and sets clear, measurable objectives.
- ★ **Planning** – Accurately assess and break down work into steps, schedule work, make assignments and adapt to roadblocks along the way; measures performance against goals; evaluates results.
- ★ **Customer Focus** – Establish a relationship with customers to glean first-hand information that will enhance their experience and our products and services.
- ★ **Initiative** – Identifies what needs to be done and takes action before being asked, when the situation requires it; takes prompt action to accomplish objectives and achieve goals beyond what is required.
- ★ **Integrity and Trust** – Seen as direct and honest individuals who can keep confidences and admit mistakes. Will not represent themselves for personal gain.

PERFORMANCE MEASURES

- ★ Maintenance Requirements
- ★ Time Management
- ★ Management of Material Resources

DISCLAIMER

This description does not state or imply that the duties listed are the only duties to be performed by the position incumbent. Justification for information provided in the job description may be requested. Employees are required to follow job-related instructions and perform other job-related activities assigned by their supervisor.

All requirements are subject to possible modification in order to provide a reasonable accommodation to individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or the public