

**Job Title:** Yard Manager

**Location:** Norton, Massachusetts

**Employment Type:** Full-Time



Old Station Outdoor & Landscape Supply is a leading provider of high-quality outdoor and landscape supplies for commercial and residential customers. With a broad selection of products and a commitment to exceptional customer service, we have become a trusted name in the industry. We value our employees and encourage career development and enhancement within our growing company.

### **Job Summary**

We are seeking a hands-on and proactive Yard Manager to oversee the daily operations of our yard. The ideal candidate will manage a team of yard staff, ensure procedures are followed, create and assign downtime tasks, and maintain equipment and facilities. This role requires strong leadership skills, mechanical aptitude, and the ability to identify and address issues effectively.

### **Key Responsibilities**

- Lead, train, and oversee a team of yard staff to ensure daily tasks are completed efficiently and safely.
- Delegate tasks, monitor performance, and provide feedback to improve team effectiveness.
- Foster a positive work environment that promotes teamwork and accountability.
- Ensure all yard operations, including separating orders, loading/unloading materials, inventory management, and customer assistance, are carried out according to company procedures.
- Develop and assign downtime tasks to maximize productivity during slow periods.
- Coordinate with sales and logistics teams to ensure timely order fulfillment.
- Perform routine inspections of machines, equipment, and property to identify issues.
- Make minor repairs or improvements as needed to maintain safety and efficiency.
- Coordinate with external service providers for more complex repairs or maintenance.
- Enforce safety protocols and ensure compliance with all company policies and regulations.
- Conduct regular safety checks and address potential hazards promptly.
- Maintain a clean, organized, and safe yard environment.
- Identify opportunities for property improvements and take initiative to implement them.
- Assist customers with loading and selecting materials when necessary.
- Provide excellent service and address customer inquiries or concerns professionally.

### **Qualifications**

- Fluency in English and Portuguese is required; Spanish is highly encouraged.
- Previous experience in landscaping, construction, or outdoor supplies is preferred but not mandatory.
- Valid Driver's License with a clean driving record.
- Forklift Certification (required).
- DOT Card (required).

- Strong leadership and team management skills, with the ability to delegate effectively.
- Mechanical aptitude and hands-on experience with machines, tools, and minor repairs are highly desirable.
- Strong organizational and time management skills.
- Ability to identify problems and implement practical solutions.
- Knowledge of safety protocols and commitment to maintaining a safe work environment.
- Excellent communication and interpersonal skills.
- Physical ability to lift up to 50 lbs and work outdoors in various weather conditions.
- Ability to follow and implement procedures consistently.
- Self-motivated and proactive, with a focus on continuous improvement.

### **Work Schedule**

- Monday through Friday: 7:00 AM – 5:00 PM
- Saturdays: 7:00 AM – 12:00 PM

### **What We Offer**

- Competitive base pay with opportunities for overtime.
- 2 weeks paid vacation annually (not during blackout dates from April to October).
- 5 sick days annually.
- Paid holidays: New Year's Day, Labor Day, Independence Day, Memorial Day, Thanksgiving Day, and Christmas Day.
- Health insurance: 60% employer-paid.
- Simple IRA retirement plan: 3% employer match.
- Employee discounts on products and services.
- Comprehensive training on products and sales techniques.
- Career development and growth opportunities within the company.
- A supportive and collaborative team environment.

**Disclaimer:** The details outlined in this job description are intended to provide a general overview of the position. They are not exhaustive and may be subject to change based on the needs of the company.

**To Apply:** Submit your resume and a brief cover letter to [melissa@oldstationsupply.com](mailto:melissa@oldstationsupply.com) explaining your interest in the position and relevant experience.