



Position: Yard Coordinator
Department: Parts
Reports To: Parts Manager
Supervises: N/A
Job Group: Hourly
Exempt or Non-Exempt: Non-Exempt

Job Description:

This individual will be responsible for the organization/maintenance of the facility and coordination of all equipment in the yard. This individual will perform a variety of duties for his/her assigned location(s). They will develop long-term relationships with other employees to facilitate the efficient and accurate completion of the dealership process.

At RDO Equipment Co., we make decisions thoughtfully, balancing the impact on each of our stakeholders, and enact those decisions according to each of our core values. In this way, we find purpose in our work and pride in our purpose.

Specific Duties Include:

- Responsible for all equipment entering the yard until it is transferred over to the shop.
- Monitor the entire trafficking process for all equipment that enters or leaves the yard.
- Complete a thorough check on all equipment prior to transferring it to the shop.
- Responsible for moving, linking, unlinking, and monitoring all equipment in the yard.
- Participate in the preparation of equipment for rental, sale, and/or demo.
- Support the service and parts department.
- Wash, clean and detail company and customer equipment as well as prep equipment for delivery when assigned.
- Document appropriate information on completed work order.
- Follow all safety rules and regulations while performing work assignments and adhere to all policies and procedures as specified in company manuals and as directed in the employee handbook.
- Conduct self in the presence of customers and community so as to present a professional image of RDO Equipment Co.
- Proactively seek and participate in available company-sponsored training, in an effort to develop and advance knowledge base and skill set.
- Participate in all company/location driven communication efforts, including open book meetings, huddles, department meetings and other related efforts.
- Maintain a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service.
- Perform all other duties as assigned by management in a professional and efficient manner.

Job Requirements:

- Work independently with little or no supervision while functioning in a team environment.

- Computer skills.
- Excellent customer service skills.
- The ability to perform the majority of job duties outdoors.
- Ability to lift up to 50lbs.
- Candidates must have valid work authorization and be able to work in the U.S. without company sponsorship.

Essential Job Functions:

Activity	Never	Occasionally	Frequently	Constantly
Hours Per Day	0 Hours	Up to 3 hours per day	3-6 hours per day	6-8+ hours
Sitting		X		
Walking		X		X
Standing				X
Bending (neck)			X	
Bending (waist)			X	
Squatting			X	
Climbing			X	
Kneeling		X		
Crawling		X		
Twisting (neck)		X		
Twisting (waist)		X		
Hand Use: Dominant Hand Right___ Left___				
Is repetitive use of hand required?			X	
Simple Grasping			X	
Power Grasping		X		
Fine Manipulation		X	X	
Pushing/Pulling			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)		X		
Lifting:				
0-10 lbs.			X	
11-25 lbs.			X	
26-50 lbs.			X	
51-75 lbs.		X		
76-100 lbs.	X			
Carrying:				
0-10 lbs.			X	
11-25 lbs.			X	

26-50 lbs.			X	
51-75 lbs.		X		
76-100 lbs.	X			
Driving cars, trucks, forklifts, and other equipment?			X	