

SUN RENTAL CENTER

Position Title: Yard Service Personnel

Position Tasks & Activities:

- Greet customers.
- Introduce customers to new lines of equipment that would fulfill their project needs.
- Check rental contracts to be sure the right equipment goes out.
- Prep equipment, if necessary, prior to loading.
- Set out equipment in outside display area each morning.
- Remove equipment from outside display area each evening.
- Check fluid levels and test operation of equipment before loading.
- Instruct customers in the proper use of equipment and demonstrate operation when necessary.
- Load and unload equipment.
- Make minor repairs to equipment.
- Secure loaded equipment per company procedure and inspect in transit if necessary.
- Clean and service vehicles and equipment according to company procedure.
- Maintain a clean and professional appearance.
- Keep work station clean and stocked with service tags and fuel.
- Deliver and pick up equipment and supplies as needed.
- Check equipment for damage upon return, report damage and fill out service tags for all returned equipment.
- Inform supervisor of low inventory levels.
- Assist in parts and inventory stocking.
- Organize equipment in yard.
- Maintain clean physical facilities.
- Mow grass, maintain plants, clean yard and parking lot.
- Report safety violations to supervisor.
- Adhere to all company policies, procedures, rules and regulations in written or verbal form.
- Comply with government safety requirements and other regulations and security in store.
- Attend department, store and safety meetings.
- Perform other duties as requested.

Nature of the Work:

The work is typically very physical and demanding, both from strength requirements and the stamina required. Janitorial/yard responsibilities, both inside and outside the premises, are also involved. Will train customers on the safe operation of the equipment and assist both the customers and delivery personnel with loading and unloading of equipment. Shipping and receiving functions, from light to heavy, are also performed.

Working Conditions:

This position requires constant interaction with co-workers and with the public. Frequent lifting and a significant degree of walking, bending, pushing and transporting objects of various weights and dimensions is required. Must stand for long periods of time. Some work will be indoors with general warehouse conditions, in which some work areas may not be heated or air conditioned. The majority of work is completed outside, with varying weather conditions. May have exposure to chemicals, including but not limited to gasoline, diesel fuel, propane, kerosene and cleaning solvents. Propane is an obvious hazard, hence a sense of smell is required.

Education, Skills & Requirements:

- A high school diploma or equivalent GED is preferred but not required.
- Must be able to lift approximately 70 lbs.
- Must have and maintain a valid driver's license.
- Must possess customer relation skills.
- Must maintain a professional personal appearance.
- Must be able to use mathematics to solve problems.

- Must speak English clearly and write legibly. The ability to speak other languages is a plus.
- Must pass company drug screen.
- Must maintain an acceptable attendance record.
- Must have a full range of motion and dexterity.
- Must be able to understand and complete instructions furnished in written, oral or scheduled form.
- Maintain a cooperative working relationship with co-workers.

Reports to: Manager

This company is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: veteran status, race, color, religion, sex, marital status, national origin, physical or mental disability and/or age.