



## Yard Operator

Job Title: Yard Operator  
Work Location: Calpella, CA

### Job Specific Information

#### I. Summary

Operate yard truck to move empty and loaded trailers to appropriate locations within the facility for efficiency in load preparation, with oversight to ensure trailers are loaded at appropriate weight and dimension and secured safely in accordance with state and federal road regulations. Participate constructively to the movement and warehousing of products by safely and efficiently operating a liquefied gas industrial forklift to load and unload trucks while stocking lumber in various locations.

#### II. Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Drive yard truck and Forklift in a safe and efficient manner
- Complete load assignment forms, safety observation cards and reports as directed
- Endure loads are properly secured and weight is evenly distributed on trucks and trailers. Check tie downs and tarpaulins to ensure load is secure, corrects errors, assists with process as needed
- Inspect yard truck, trailers and equipment for defects and safe operating condition before and after loading
- Perform basic preventative maintenance to ensure fluid levels and tire pressures are maintained in equipment
- Report all accidents/ incidents involving driver or company equipment immediately after incident occurs Operate forklift to load and unload trucks and stock areas as directed
- Comply with management directives for equitable loading assignment allocation
- Comply with procedures for stock picking, transport, loading and stock rotation
- Load trailers to ensure maximum logistical efficiency in a manner consistent with government regulatory constraints for volume, weight, center of gravity, load integrity, and transportation safety
- Position forks under units, pallets, skids, boxes, products, or materials and transports load to designated area
- Unload and stack material by raising and lowering lifting device

#### III. Qualifications/Physical Requirements

- High school diploma or GED; and/or minimum of six months related experience and/or training; or equivalent combination of education and experience
- Ability to operate a hand-held calculator
- Read and interpret documents and a variety of instructions furnished in written, verbal, diagram or schedule form
- Ability to add, subtract and solve practical problems
- Regularly required to sit, stand; walk; use hands, handle or feel; reach with hands and arms; and communicate
- May frequently be required to climb and/or balance
- The employee must be able to get use arms and legs to lift and descend themselves on and off yard truck or forklift multiple times throughout the day.
- Regularly use hands and wrists to operator levers and steering wheel and use feel and ankles to operate pedals
- Must use hand/arm strength while pulling straps

#### IV. Application Process

- Email your resume and cover letter to [recruiter@mendoco.com](mailto:recruiter@mendoco.com) or
- Fax to 707-485-6873 or
- Call Human Resources, Recruiting for more information at 707-485-6731