

Title: Yard Order Processor

Pay: Piece Rate

General Summary: Dismantles parts outside as they are placed on work orders and sold. Keeps up with work orders to assure they are processed in a timely manner. Maintains yard vehicles, tools, and equipment. Keeps yard clean replacing parts and debris back into vehicle hulks when done working on them. Maintains a clean and safe work area.

Principal Duties & Responsibilities:

1. The most important part of the yard dismantling job is quality control and part inspection
2. Communicate with sales people
3. Pulling parts for work orders including but not limited to doors, fenders, bumpers, suspension, modules, interior parts, hoods, lids, gates, lights/lamps, and glass
4. We do not pull engines or transmissions outside. Shop dismantlers pull these parts.
5. We do not pull radiators from new arrival vehicles in the hold lot that have not been through the dismantling shop yet because of the risk of spilling antifreeze.
6. We do not pull A/C condensers or compressors from new arrival vehicles that have not been through the dismantling shop yet because of the risk of leaking refrigerant into the atmosphere.
7. Assist with inventory control or projects when and if yard is slow
8. Tagging and identifying parts with stock numbers
9. Record keeping of for work orders and incentive pay

The yard order-processing job is performed outside in all weather and all seasons. Employees are responsible to have their own rain coats, boots, winter coats, gloves and anything needed for outside work.

Qualification Required:

Education: High School Graduate preferred. Training in any automotive program is a benefit

Experience: Beneficial but not required: service garage or body shop experience. Collision repair experience and knowledge of types of damage that can or can not be repaired is highly valuable. Use of and training on forklift, use of torch and cutting sawzalls. Familiarity with removal of air bags and glass.

Tools: Essential to have a complete set of standard and metric, both hand tools and impact grade sockets. Must have at least one cordless impact (Makita 6933 works well) and extra batteries are highly recommended. Should have tools from a brand that offers lifetime warranty: Craftsman, Matco, Mac, Snap-On, etc.

Licenses: Fork lift certification.

Report to: Production Manager or Supervisor

Directs work of: None

Date Approved: 08/07/06

This job description is not to be construed to imply that these requirements are the exclusive standards of the position. Employee may be required to follow any other related duties required by management.

Applicants, keep this page for your reference