



Job Description

Job Title:	Yard and Warehouse Associate
Reports to:	Purchasing and Materials Supervisor
Department:	Accounting
Classification:	Hourly
Revision Date:	July 8, 2026

Service Excellence:

In keeping with our mission to bring the world closer, create connections, and enhance the quality of life in the communities we serve, all jobs carry with them an overriding responsibility to provide extraordinary customer service.

Position Overview/Description:

The yard and warehouse associate is an entry-level position, responsible for the logistics of receiving, processing, documenting, and storing inventory. The yard and warehouse associate assists the purchasing and materials supervisor (supervisor) with inventory management by maintaining accurate counts of all materials entering and exiting the property and by conducting periodic counts.

The yard and warehouse associate is responsible for organizing and storage of materials, inventory, and equipment, including adding appropriate labels for quick retrieval for installation or counting. The yard and warehouse associate is also responsible for retrieving, preparing, and loading outbound materials and inventory for employees and subcontractors. This may require occasional after-hours on-call reporting at Lake Point during network outages.

Included in the list of responsibilities are facilities, landscaping, and yard maintenance tasks, including occasional facilities, landscaping, and yard maintenance tasks at remote facilities owned or leased by the companies in Utah and Nevada, as well as assisting the supervisor in supervising subcontractors contracted to perform heavier facilities, landscaping, and maintenance tasks.



Under the direction of the supervisor, the yard and warehouse associate will test and process customer return shipments and vendor RMAs. At the direction of the controller, the yard and warehouse associate will help retire materials and equipment, including preparing items for disposal, shipment, recycling, or resell.

The yard and warehouse associate will be expected to purchase, pick up, and deliver materials. This would include the pickup and delivery of vehicles, equipment, materials, and inventory to or from vendors, contractors, or worksites, as well as occasional delivery or counting of materials, equipment, and inventory at remote work locations in Utah and Nevada.

Regular duties involve loading and unloading trucks, trailers, and other equipment using a variety of methods and equipment, including hand lifting, hand trucks, pallet jacks, forklifts, skid-steer loaders, and backhoes. This job will also involve tracking and moving inventory as small as screws and as large as 10-foot, 10,000-pound reels of conduit and fiber optic cable.

This job will be fun, physically active, and demanding. It will entail being both indoors and outdoors, daily, year-round, in all weather conditions. It will require the candidate to quickly and efficiently load construction crews first thing each morning, stage materials and inventory for subcontractor pickup, receive and account for deliveries throughout the day, then check that sheds and equipment are locked up when the teams go home. It will also mean reporting for duty and assisting with network outages as needed after regular business hours.

This is not a work-from-home position and will not transition into a work-from-home position.

Parts of this job involve sitting at a desk entering data into a computer system, responding to email and direct messages from colleagues, but the majority of the job involves receiving, unloading, storing, retrieving, preparing, and loading materials, inventory, and equipment in and out of the office, while responding to email and direct messages from colleagues.



Essential Job Functions

- Receive, process, document, and store incoming materials, equipment, and inventory.
- Label, organize, store, and maintain materials, equipment, and inventory.
- Assist with inventory management by keeping an accurate count of all materials and inventory entering and exiting the property.
- Assist with minimum order quantity requisitions and periodic inventory counts on-site and off-site.
- Prepare and load materials and inventory for employees and subcontractors.
- Load and unload trucks, trailers, and equipment using a variety of methods and equipment, including hand lifting, hand trucks, forklifts, and skid steers.
- Operate, move, deliver, and store a variety of vehicles, trailers, and equipment.
- Deliver and count materials, equipment, and inventory at offsite locations.
- Assist in the processing of customer return shipments and vendor RMAs.
- Assist in the retirement of materials and equipment, including preparing items for disposal, shipment, recycling, resell, or auction.
- Light facilities, landscaping, and yard maintenance tasks, including supervision of subcontractors contracted to perform heavier facilities, landscaping, and yard maintenance tasks.
- Assist with network outages as needed.
- Other duties as assigned.



Preferred Qualifications

- A fun, enthusiastic team player who communicates effectively with co-workers in a courteous and professional manner
- Maintain dependable attendance and ensure work is completed in a timely manner, with minimum supervision
- Ability to operate medium and heavy equipment without accommodation
- This position requires a state-issued driver's license, a clean driving record, and the ability to safely operate a variety of cars and trucks independently on the freeway for long distances. The ideal candidate will be expected to study, apply for, and test for a commercial driver's license.
- Ability to communicate effectively with vendors, sub-contractors, and customers and display professionalism and enthusiasm via email, snail-mail, telephone, text, and in-person.
- Ability to organize, prioritize, and handle multiple work assignments
- Ability to complete work accurately under time constraints and deadlines
- Knowledge of Microsoft Office products, Outlook, Word, and Excel.
- Knowledge of the construction and telecommunications industries is a plus
- This is not a work-from-home job and will not transition into remote work
- This job will be physically demanding and active and will entail being indoors and outdoors, daily, year-round.
- This position does require infrequent overnight travel
- This position does require the ability to operate standard office equipment such as telephones, calculators, personal computers, & monitors, etc.
- This position does require the ability to maintain confidentiality and integrity of proprietary customer information.

Note: The statements herein are intended to describe the general nature and level of work performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the employer's discretion.



PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read and interpret inventory labels, packing slips, work orders, safety markings, equipment gauges, and product information. Must be able to visually inspect materials, supplies, vehicles, and warehouse/yard areas for accuracy, damage, and safety concerns.				X
Communication: Must be able to communicate clearly with co-workers, supervisors, vendors, delivery drivers, and customers regarding inventory, material handling, loading/unloading, deliveries, and safety procedures.				X
Movement: Must be able to move throughout warehouse, yard, loading, and storage areas for extended periods during the workday, including walking, standing, turning, reaching, and navigating around materials, equipment, and vehicles.				X
Physical Labor: Requires regular handling, organizing, staging, loading, unloading, and moving of materials, supplies, tools, and equipment in warehouse and yard areas. Requires use of hand tools, pallet jacks, carts, forklifts or similar equipment as assigned, and general cleanup of work areas.				X
Climbing/Stooping/Kneeling: Must be able to bend, stoop, kneel, squat, reach, and climb as needed to access shelves, bins, racks, vehicles, trailers, and stored materials. Must be able to safely enter and exit equipment or vehicles used in yard and warehouse operations.				X



Lifting/Pulling/Pushing: Must be able to lift, carry, push, pull, and maneuver warehouse and yard materials. Must be able to lift at least 50 pounds frequently from ground level to waist level, perform occasional waist-to-overhead lifting, and move heavier or bulky items with assistance, carts, pallet jacks, forklifts, or other approved material-handling equipment.				X
Fingering/Grasping/Feeling: Must be able to grasp, handle, and operate hand tools, inventory items, packaging, straps, controls, scanners, labels, paperwork, and material-handling equipment.				X
Travel: Must be able to travel as needed for deliveries, pickups, inventory support, or work at company yard, warehouse, or storage locations.		X		

Working Conditions:

This factor measures the surroundings or physical conditions under which the Yard and Warehouse Associate job must be performed and the extent to which those conditions may be disagreeable. The position requires work in warehouse, yard, loading, storage, and delivery/pickup areas with regular exposure to dust, dirt, changing temperatures, vehicle and equipment traffic, noise, vibration, wetness, and outdoor weather conditions.

Working conditions may include frequent exposure to outdoor weather, warehouse and yard traffic, moving equipment, uneven surfaces, dust, noise, vibration, and materials or supplies stored in racks, bins, vehicles, or open yard areas. The employee must follow established safety procedures and use required personal protective equipment while loading, unloading, organizing, staging, and moving materials.

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