

# LOENBRO

## LEADING THE CHANGE

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**Position:** Yard Manager  
**Company:** Loenbro Pipeline  
**Department:** Pipeline  
**Reports To:** Gillette Pipeline Manager

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### **Position Overview:**

Loenbro Pipeline is looking for an experienced yard manager, preferably an individual working within a pipeline materials yard. This position is responsible for the overall management of the pipeline materials yard for Loenbro Pipeline in our Gillette, Wyoming location. Responsibilities include but are not limited to the scheduling, ordering, repair, maintenance and disbursement of equipment and supplies. This person will also be responsible for the maintenance of the yard facilities.

### **Job Duties:**

- Obtain and maintain an accurate inventory records of all parts and equipment coming into or out of the facility
- Ensure yard area is clean and organized to effectively be able to check out pipe and parts to contractors
- Reload pipe and parts
- Coordinate and supervise documentation for the shipping and receiving of all pipeline related materials
- Work closely with project managers and superintendents to maintain the schedule & delivery of all Loenbro owned or rented equipment, tools and supplies to jobsites in a timely manner
- Load equipment, tools and materials onto trucks for delivery to each of our jobsites in a safe and efficient manner
- Organize retrieval of equipment is facilitated in an efficient, effective manner
- Manage snow removal at the office, parking lot and yard area
- Build and maintain tracking spreadsheets to provide business manager and customer with accurate data
- Other duties as assigned

**Skills/Qualifications:**

- Must have a clean driver's license record, clean criminal background and pass a drug test.
- Available to work 8-10 hours per day; overtime as needed.
- Experienced forklift operator and experience using a loader with forks
- Self-motivated and organized
- Previous experience with managing a yard and/or equipment shop
- High school/trade school graduate or equivalent training
- Excellent customer service and customer service skills as this person will work closely with other department managers, customers, vendors and employees
- Knowledge and use of Microsoft Office computer software. i.e. Excel (spreadsheets), MSWord, email, etc.

**Work Environment:**

- Outside in incremental weather, field work

**Physical Demands:**

- Frequent standing and walking required
- Equipment operations required

**Benefits:**

- Health Insurance- 75% of the Employee portion paid after 60 day waiting period
- Health Savings Account (HSA) optional enrollment
- Paid vacation after 1 year of employment
- 401k after 90 days of employment with a company match up to 4%
- Employee paid Dental, Vision and Life Insurance

We are "Leading the Change" in the energy services industry. Our growth and successes have not changed who we are. We live our core values every day:

WE TAKE ACTION  
WE DO WHAT WE SAY  
WE LEAD BY EXAMPLE  
WE DO THE RIGHT THING  
WE PRACTICE STEWARDSHIP

*\*Loenbro is an Equal Opportunity Employer.*