



ANCHORAGE SAND and GRAVEL CO., INC.

1040 O'Malley Road • Anchorage, AK 99515 • Toll-free: (888) 349-3133 • Phone: (907) 349-3333
 Fax: (907) 344-2844 • www.anchsand.com

JOB DESCRIPTION			
JOB TITLE:	Building Materials Sales	SUPERVISORY STATUS:	Non-Supervisor
DEPARTMENT:	Building Materials	FLSA STATUS:	Non-Exempt
REPORTS TO:	Sales Manager	JOB TYPE CODE:	900200
DATE:	April 27, 2018	EEO CODE:	04

GENERAL SUMMARY

Promotes use and generates sales of AS&G's line of building materials to contractors, owners and specifiers. Calls on contractors involved in construction. Prepares year-end-summaries and budget forecasts.

MINIMUM REQUIREMENTS (minimum educational, experience, or other relevant job requirements)

1. High school diploma or GED equivalent.
2. Minimum of two years, sales, marketing and customer relations experience.
3. Possesses oral and written skills sufficient to promote products to design and specifying professionals.
4. Ability to communicate effectively to promote products to design and specifying professionals.
5. Ability to communicate effectively with a wide variety of personalities.
6. Excel and database skills.
7. Analytical and problem-solving skills.
8. Organizational skills.
9. Must possess a valid state driver's license and have an acceptable driving record that meets Knife River fleet policy.
10. Team player and have ability to work independently.

PREFERRED REQUIREMENTS (preferred requirements i.e. certifications, software use, etc.)

1. Basic knowledge of computer invoicing is desirable.
2. Associates Degree or Bachelor's Degree in Marketing or Customer Relations.
3. Knowledge of EIFS.
4. Material sales experience in ready-mix and building materials.
5. Knowledge of building materials, construction practices; previous contractor sales experience, experienced contractor.

DUTIES AND/OR RESPONSIBILITIES (summary of components that make up the job)

An asterisk (*) indicates essential job functions that cannot be modified in order to fulfill the job requirements.

1. Develop an annual sales forecast budget for Building Materials.
2. Prepares year-end sales summaries.
3. Prepares forecast and prices for upcoming year.
4. Visits plan centers to evaluate use of AS&G building materials on upcoming projects.
5. Verifies product specifications compatibility.
6. Prepares and submits job quotes to contractors and obtains orders from them.



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7. Visits job sites to verify customer satisfaction and promotes future sales.
8. Prepares price requests, submittals, and special-order forms for presentation Purchasing and Sales Manager.
9. Advises building materials lead sales and sales manager of special products and accessories as needed.
10. Advises building materials lead sales with overseeing warehouse and yard inventories and advises building materials lead sales and purchasing of low levels and dated materials.
11. Advise sales manager of all customer complaints. Works with customers and sales manager to resolve complaints.
12. Provides assistance and support on the sales counter as needed. Provides backup to other departments as needed.
13. Plans and participates in trade shows and special promotions.
14. Performs other tasks as assigned by sales manager.
15. Promotes the use of AS&G's product line to contractors, owners, and specifiers.
16. Manage a computerized point of sale, inventory and accounting interface accounting system to provide internal reporting and external customer receipt and tracking.
17. Working with the Sales, General Manager or Operating Manager, develop estimates for contractors/customers on larger or specialized projects.
18. Support retail sales including floor displays, special sales, and retail sales personnel.
19. Research customer requests for special products and services, provide pricing and coordinate purchases as needed.
20. Continuously monitor the market for opportunities to provide products and services.
21. Work with Safety Administrator to ensure that all proper safety equipment is in working order and available to staff.
22. Working with General Manager, Operations Manager or dispatch, direct personnel to deliver building materials to customers as needed.
23. Complete any other duties or assignments as required/requested by General Manager.
* Some travel required.

KNOWLEDGE, SKILLS, AND ABILITIES (types and extent of knowledge, skills or abilities an incumbent must possess to complete the job responsibilities satisfactorily)

1. Ability to read and comprehend information.
2. Basic Math skills.
3. Basic Computer skills.
4. Computer skills; ability to learn new programs and use company software systems.
5. Ability to use proper lifting devices or tools to move large quantities or heavy pieces of inventory with assistance.
6. Ability to use in house receiving, shipping and inventory processes and/or computerized systems.



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PHYSICAL DEMANDS (The following chart indicates the type, amount and frequency of physical effort typically required to perform the essential functions of the job acceptably; including the work positions in which the effort is applied. Physical effort refers to manual effort and the following identifies the normal amount of time performing the task.

1. Work is performed while standing, sitting and/or walking.
2. Requires the ability to communicate effectively using speech, vision and hearing.
3. Requires the use of hands for simple grasping and fine manipulations.
4. Requires bending, squatting, crawling, climbing, reaching.
5. Requires the ability to lift, carry, push or pull heavy weights, up to 100 pounds.
6. Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

Frequency Options:

O=Occasionally 1%-33% **F**=Frequently 34%-66% **C**=Continuously 67%-100% **N/A**=Not Applicable

LIFTING Raising an object from one level to another					CARRYING Transporting an object, usually holding in hands, arms or on the shoulder				
<1lb	1-5 lb	5-25 lb	25-60 lb	>60lb	<1lb	1-5 lb	5-25 lb	25-60 lb	>60lb
F	F	F	F	F	F	F	F	F	F

Frequency (O, F, C, N/A)	PHYSICAL & ENVIRONMENTAL REQUIREMENTS	ADDITIONAL DETAILS
O	ARMS OVER HEAD – raising arms above head to lift or reach objects	
F	SITTING – remaining in a seated position	
O	ATMOSPHERIC CONDITIONS – exposure to such conditions as fumes, noxious odors, dusts, mists, gases and poor ventilation that may otherwise affect the eyes, skin or respiratory	
C	BALANCING – maintaining body equilibrium when walking, standing, crouching or running on narrow, slippery or erratically moving surfaces	
O	BENT WRISTS – bending wrists in any direction to perform tasks	
F	CLIMBING – ascending or descending ladders, stairs, ramps, scaffolding, poles and the like, using feet & legs and/or hands and arms. Bodily agility is emphasized.	
O	CRAWLING – moving about on hands and knees or hands and feet	
O	CROUCHING: bending the body downward and forward by bending leg and spine	
O	EXTREME TEMPERATURES – exposure to cold or hot temperatures	



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C	FEELING – perceiving attributes of objects such as size, shape, temperature or texture, by touching with skin, particularly that of fingertips	
C	FINGERING – picking, pinching or otherwise working primarily with fingers rather than with the whole hand or arm as in handling	
C	HANDLING – seizing, holding, grasping, turning or otherwise working with hand(s). Fingers involved only to extent that they are an extension of the hand	
C	HEAD MOVEMENT/ROTATION – moving head in any direction(up, down, side to side), requiring full use of neck and upper back muscles	
C	HEARING: Perceiving the nature of sounds with no less than a 40 db loss @ 500 Hz, 1,000 H and 2,000 HZ with or without correction. Ability to receive detailed info through oral communication and detect small differences in sounds, such as when making fine adjustments to machined parts	
O	HIGH, EXPOSED PLACES – exposure to falling	
O	KNEELING – bending legs at knees to come to rest on knee or knees	
F	NOISE LEVEL INTENSITY –Very Quiet (isolation booth), Quiet (library, private office), Moderate (business office), Loud (heavy equip operation), Very Loud (jack hammer operation)	
O	PROXIMITY TO MOVING PARTS – exposure to moving parts of equipment, tools or machinery.	
C	REACHING – ARM/ELBOW MOVEMENTS – extending hand(s) and arm(s) in any direction including bending at the elbow	
O	SQUATTING – bending legs at knees to come to rest thighs on calves	
C	STANDING – remaining on feet in an upright position without moving about	
F	STOOPING – Bending body downward and forward by bending spine at the waist. Important if occurs to a considerable degree and requires full use of lower extremities and back muscles.	
O	TOXIC, CAUSTIC CHEMICAL – exposure to toxic or caustic chemicals	
F	TRUNK ROTATION – STANDING OR SITTING – rotating torso	
O	WALKING - UNEVEN – moving body on foot on uneven surface (ground)	
F	WEATHER CONDITIONS – exposure to outside atmospheric conditions	



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F	WET/HUMID – contact with water or other liquids or exposure to humid conditions	
O	VIBRATION – exposure to shaking object or surface	
C	VISION – Visual acuity, color vision, depth perception visual perception of detail at distances close to the eyes; data and figures, computer terminal; visual inspection involving small defects, small parts, operation/repair of machines; visual perception involving distances at or within arm’s reach (mechanics, machine operations); Visual perception involving extended distances (such as required by equipment operators)	

MENTAL DEMANDS

The following charts indicate the type of mental demands typically required to perform the essential functions of the job.)

APPLICABLE	MENTAL REQUIREMENT	ADDITIONAL DETAILS
X	Communication Skills: Written and Verbal	
X	Handling Conflict	
X	Handling Multiple Priorities	
X	Make non-routine or unexpected judgments	
X	Math Skills: Basic or advanced	Basic
X	Operate in absence of clear expectations or procedures	
X	Operate under short time frames/deadlines	
X	Public Contact	
X	Reading Skills: Basic or technical	Basic
X	Reasoning: Applying or developing procedure	
	Other	

NOTICE: Because of the nature of work at Anchorage Sand & Gravel, the person in this position may be expected to work any shift and at various locations based on company needs and the duties of the position may change at any time and may not be identified in this job description. The content of the job description is intended to describe the general nature and level of work being performed by employees assigned to this classification. It is not intended to be construed as a contract or an all-inclusive list of all responsibilities, duties, and/or skills and abilities required of all personnel so classified.

BENEFITS

- Paid holidays and overtime.
- Paid vacation time and sick leave.
- Medical/ Dental/ Vision insurance.
- Disability and Life insurance.
- 401(k) Plan.
- Bonus Plan & Profit Sharing Plan (dependent on hours worked).
- Health Savings Account (HSA).



AS&G is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or other legally protected status.

AS&G is a drug free work place; passing a drug and alcohol test will be required prior to employment. Random drug testing during employment.

Please send cover letter and resume to:

Anchorage Sand & Gravel Co., Inc.

Attn. Dave Johnson, Sales Manager
1040 O'Malley Road
Anchorage, AK 99515

Fax: (907) 344-2844
Email : Dave.Johnson@anchsand.com
Online: www.anchsand.com

Job Description Acknowledgement – Building Materials Sales

I have reviewed the job description and I understand all my job duties and responsibilities. I am able to perform the essential functions that include physical & environmental requirements as outlined in the above job description. I understand that my job may change on a temporary or regular basis according to the needs of my department without it being specifically included in the job description. If I have any questions about job duties not specified on this description, that I am asked to perform, I should discuss them with my immediate supervisor or the Human Resource Manager.

Employee's Signature

Date

Employee's Name (please print)

Human Resource Manager

Date