



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 Manager	SUPERVISORY STATUS:	Supervisor
DEPARTMENT:	Building Materials	FLSA STATUS:	Full Time. Exempt
REPORTS TO:	Sales Director	JOB TYPE CODE:	400300
DATE:	August 13, 2026		

GENERAL SUMMARY

Supervises, trains and directs the activities of personnel associated with the Building Materials division including Warehouse and Counter Sales. Provides service necessary to assure efficient and quality service to the customer. Supervises and trains for accurate inventory management. Trains, coaches, supervises and mentors all personnel effectively and with quality communication.

REQUIREMENTS

1. Knowledge of construction, products and accessories is desirable.
2. A minimum of five years of management and supervisory experience.
3. Five years of sales experience is required.
4. Previous experience coordinating sales and warehousing activities.
5. Experience in warehouse supervision, including inventory control.
6. Knowledge of computer invoicing.
7. Possesses organizational skills sufficient to provide regular reports to Sales Director.
8. Possesses oral and written skills sufficient to deal with customers and fellow employees.
9. Formal education after high school is desirable.
10. Must have valid Alaska Driver's License and own transportation.

DUTIES AND/OR RESPONSIBILITIES

1. Supervises, trains and motivates counter personnel; and oversees counter operations; this includes proper invoicing, showroom appearance and efficient use of space.
2. Supervises, trains and motivates all personnel to ensure quality service to customers and to control costs associated with the Building Materials division.
3. Supervises warehouse and yard personnel.
4. Coordinates personnel and activities with outside sales personnel to efficiently handle both company and customer needs.
5. Oversees warehouse and yard inventories and advises purchasing and sales staff of low levels and dated material.
6. Oversees counter price requests, submittal and special-order form preparation.
7. Oversees and accounts for counter cash and daily invoice reports.
8. Advises and assists Sales Director with special projects and/or products regarding research,



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development and implementation.

9. Provides updated sales reports, forecasts and year-end summaries to Sales Director.
10. Documents and tracks all customer complaints, works with customers and sales associates in their resolution.
11. Provides assistance and support on the sales counter as needed.
12. Performs other tasks, as assigned by Sales Director.

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.

LIFTING Raising an object from one level to another					CARRYING Transporting an object, usually holding in hands, arms or on the shoulder				
<1 lb	1-5 lbs	5-25 lbs	25-60 lbs	>60 lbs	<1 lbs	1-5 lbs	5-25 lbs	25-60 lbs	>60 lbs
F	F	F	F	F	F	F	F	F	F
STRENGTH REQUIREMENTS – MAXIMUM SAFE LEVEL OF PERFORMANCE					Very Heavy >100 lbs	Heavy 100-51 lbs	Medium 50-21 lbs	Light 20-11 lbs	Sedentary 10-0 lbs
FLOOR TO WAIST —raising an object from floor to waist height (include upward pulling)					O	O	O	O	F
WAIST TO EYE LEVEL —raising an object from waist to eye level height (include upward pulling)					O	O	O	O	F
BILATERAL CARRYING —transporting an object, usually holding in hands or arms in front of body					N/A	O	O	O	O
UNILATERAL CARRYING —transporting an object, usually holding in hands or arms on side of body					N/A	O	O	O	F
PUSHING —exerting force upon an object so that the object moves away from the force					O	O	O	O	F
PULLING —exerting force upon an object so that object moves toward the force (include jerking)					O	O	O	O	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	
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	Face to Face, Phone, Email, Fax, Social Media, Text, 2-Way Radio.
X	Handling Conflict	
X	Handling Multiple Priorities	
X	Make non-routine or unexpected judgments	
X	Math Skills: Basic or advanced	Basic: Area and volume calculations, Fractions, Decimals, Some Estimating.
X	Operate in absence of clear expectations or procedures	



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X	Operate under short time frames/deadlines	Ability to adapt to unexpected spontaneous projects
X	Public Contact	
X	Reading Skills: Basic or technical	Basic and Technical: Data/ SDS Sheets, Some Plans/ Drawings
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. Critical features of this job are described above, but they are subject to change due to reasonable accommodation or other reasons.

BENEFITS

- Paid holidays, vacation time and sick leave.
- Medical/ Dental/ Vision insurance.
- Disability and Life insurance
- 401(k) Plan.
- Bonus Plan and Profit-Sharing Plan.
- Health Savings Account (HSA Plan)
- Flexible Spending Account (FSA Plan).

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 workplace; passing a drug (including for Cannabis) 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 Director
1040 O'Malley Road
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Email : Dave.Johnson@anchsand.com
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