



Join our team!

We're Hiring



The ELOCEN Group®, LLC is a Program and Project Management provider in the built environment, committed to improving the quality of lives in our communities. Key service offerings include Construction Management, Design Management, Information Technology, and Facilities & Logistics Integration. These services extend from initial pre-planning through all project development phases to final turnover/occupancy and logistics support.

Learn more at www.elocengroup.com

**All interested applicants must APPLY
ONLINE at <https://elocengroup.com/careers>**



Job Description

Title: Dock Master

Reports to: Director of Program Operations

Department: Program Operations

FLSA Status: Non-Exempt

Company Information:

The ELOCEN Group, LLC is a Prince George's County based business that are Program and Project Management providers in the built environment with a focus on Federal & Local Government and Commercial facility projects. Our services offerings include: Construction Management, Design Management, Information Technology, Facilities & Logistics Integration.

Primary Responsibilities:

The essential functions include, but are not limited to the following:

- Directing and overseeing the operation of loading docks
- Supervise and oversees the daily activities of crew members
- Contributes to the development of processes and procedures
- Ensures the efficient usage of lading dock space and operation processes
- Ensures all contractor material handling equipment is operational and properly maintained
- Enter data in computer system
- Delegate work to crew members
- Monitor and submit time and attendance
- Investigate accidents/incidents, interview witnesses, complaints and victims; gather physical evidence and preserve for future use; complete report and follow-up with management.
- Ability and means to travel on flexible schedule as needed may be required with advance notice
- No more than 5% - 10% of the duties may be reassigned at any one time
- Performs inventory and loads and unloads warehouse items to support the transportation of materials, furniture and equipment.
- Operate warehouse equipment, such as hand jacks, forklifts.
- Enter data in computer system.
- Delegate work to crew members.

Minimum Qualifications (Education, Experience, Skills):

1. High School Diploma or equivalent
2. Minimum of 2 to 4-year relevant experience required
3. Detail oriented, well organized, and able to work well in a team-oriented environment
4. Strong communication skills both oral and written
5. Strong ability to multi-task and effectively deal with changing priorities and meeting crucial deadlines is a must
6. Ability and means to travel on flexible schedule as needed may be required with advance notice.



Personal Characteristics:

1. Well-developed interpersonal skills. Ability to get along with diverse personalities. Tactful, mature.
2. Excellent communication skills, written and verbal.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individuals may need to sit or stand as needed. May require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or lifting up to 25 lbs. as required to retrieve or store materials throughout the workday.

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