PUBLIC UTILITY DISTRICT NO. 1 OF GRAYS HARBOR COUNTY, WASHINGTON

Job Description

POSITION TITLE: Warehouseman

Warehousemen positions may be bid as Grade 1 or 2. Duties for the Grade 1 level include all duties identified for Grade 2 in addition to those indicated under Additional Duties: Grade 1.

With appropriate training, experience, and job performance, and upon recommendation of the Purchasing Supervisor, a Warehouseman M/F, Grade 2 may be advanced to the Warehouseman M/F, Grade 1 position.

PURPOSE OF POSITION: Participate in the activities relating to materials issuance, receipt, and inventory.

REPORTS TO: Core Services Director; Purchasing Supervisor

SUPERVISES: N/A

SALARY LEVEL: N/A FLSA: Non-Exempt

UNION AFFILIATION: IBEW "A" Group

DUTIES AND RESPONSIBILITIES

Inventory and Stock Handling

- Participate in annual inventory activities at all locations.
- Check out and distribute tools and materials to employees as required. Assure that records are accurate and complete.
- Assist in loading and unloading freight trucks.
- Receive and process all freight; inspect for damages and determine accuracy of shipment; record and store. Tag all in-coming stock with inventory code numbers. Assure accurate coding and storage.
- Receive stock returned from the field. Retire unusable items. Clean and/or make minor repairs to usable material.
- Issue materials to fill work order requirements.
- Deliver supplies and material to field personnel and satellite locations.
- Retrieve material and supplies from vendors and other sources.
- Stock warehouse shelves and bins as required.

Warehouse

- Keep warehouse grounds clean and orderly.
- Keep warehouse area free of obstacles, spills, and other safety hazards.
- Keep pole yards clean, orderly and free from obstacles which could slow or inhibit pole loading.

Safety

- Operate all equipment in a safe manner and in accordance with District policy.
- Properly use personal safety equipment as required.
- Participate in District provided safety training programs.

WH-Warehouseman
Revision Date: October 2018
Miscellaneous Duties
- Deliver office supplies and materials to various departments as required.
- Operate forklifts and material trucks as required.
- Transport mail and supplies between the Aberdeen warehouse and satellite locations.
- May be required to work overtime.

Additional Duties: Grade 1
The following duties are included in the regular duties of a Warehouseman, Grade 1. During training periods, Warehouseman, Grade 2 may perform some or all of these functions.
- Receive and process all freight into the District’s material inventory system.
- Assist in periodic inventory review to ensure inventory is maintained at a proper operating level.
- Assist in recording the issuing and receiving of materials in the Warehouse.
- Maintain proper records indicating operating condition of forklifts in accordance to Washington State Safety Regulations

QUALIFICATIONS
Knowledge, Skills, and Abilities (KSAs)
- Knowledge of modern warehouse practices.
- Knowledge of necessary safety precautions used in working with machinery and tools.
- Ability to effectively communicate and cooperate with all levels of District personnel.
- Ability to follow and understand oral and written instructions.
- Ability to operate various equipment and machinery.
- Ability to write reports and records in a legible and orderly manner.
- Ability to demonstrate basic computer skills using standard office environment programs.
- Demonstrated ability to be punctual and dependable in attendance.
- Knowledge of fundamental mathematics.

Education and Experience
- High school graduate or equivalent.
- Warehouseman, Grade 1: Minimum of six (6) months experience as a Warehouseman, Grade 2, or equivalent experience.

Preferred Qualifications
- None

Other Requirements
- Must possess a valid Washington State Driver’s license and a Commercial Driver’s License, Class A. Must qualify for the District’s auto liability insurance.
- Must possess a valid First Aid/CPR card.
- Must have a valid Washington State Flagging and Traffic Control card.
- Must be certified to operate a forklift.
- Able to respond to overtime requests.
WORKING CONDITIONS

- Work is performed in an indoor and outdoor setting. Shop work requires standing and walking on concrete floors. Outdoor work is performed in all weather conditions, including temperature extremes; and on various types of terrain.
- Individual may be exposed to conditions and hazards from obstacles and open trenches associated with construction sites.
- Individual may work in limited spaces, lifting and handling material, boxes and cumbersome materials.

PHYSICAL ACTIVITIES

- Individual must be able to lift, push, pull, hoist, and carry heavy objects, weighing up to 50 pounds; work from a 6 foot ladder; and lift stock and materials above the head.
- Hand-eye-foot coordination is necessary to operate a motor vehicle, machinery and various equipment.
- Individual frequently operates a two-way radio in the vehicle or in the warehouse area.
- Use of a forklift is an essential function of this job.
- Individual occasionally may lift, push, pull, hoist, and carry heavy objects, weighing up to 75 pounds (non-essential).

Review and Approval of Job Description

By signing below, I agree the job duties described above accurately reflect the work performed by this position.

| Supervisor/Department Head | (Signature) | Date 10/29/18 |
| General Manager            | (Signature) | Date 10/29/18 |

Received by Human Resources (Initial and Date) AMR 10/29/18