

Warehouse Person

FUNCTION: WAREHOUSING/STORES

DESCRIPTION OF WORK:

Under general supervision, provides assistance in receiving, warehousing, issuing and pricing materials and supplies for all departments of the Utility.

EXAMPLES OF WORK:

Essential Functions:

Maintains order and cleanliness of warehouse facility, parking garages and loading dock areas; secures premises daily; unloads material received, verifies accuracy of shipment, completes necessary paperwork and delivers to appropriate facility or area of warehouse; assists crew members with loading and unloading materials for workday; prepares packages to be shipped by United Parcel Service or common carrier; assists customers with purchases; assists with the annual and cycle inventory as necessary.

Non-essential Functions:

Assists with filing, storing and retrieval of inventory records; stocks restrooms; applies ice-melt when necessary; maintains cleanliness of outside of building.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the practices and procedures for inventory control/ skill in: operating loading/unloading equipment; Ability to: apply the system's procedures/specifications to meet all phases of warehousing operation; follow directions, and to communicate with supervisor, co-workers and the public as necessary.

TRAINING AND EXPERIENCE:

Any combination of training and experience that will allow the incumbent to acquire the required knowledge, skills and abilities to perform the assigned tasks.

WORKING CONDITIONS:

Work performed by this position is primarily performed in a warehouse setting that may encounter cold and hot temperatures and may be noisy. Heavy lifting is required. This position is normally assigned a 40-hour work week, but may be subject to emergency response during inclement weather or power failures.