WAREHOUSE ASSOCIATE

FUNCTION: WAREHOUSE/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 onsite and offsite; 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; maintains HVAC filter system in main office building; replace light bulbs as necessary; paints parking lot lines; updates all Safety Data Sheets; maintains forklift and performs forklift certification; logs vehicle inspections; keeps rubber goods inventory and testing schedule; empties trash; performs related work as required and other duties as assigned.

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.

REQUIRED TESTING:

Applicant will be required to perform and pass a pre-determined physical capacity test to insure said applicant has the physical stamina to perform the job duties reflecting the job description. The test will be approved by the Nebraska City Utilities and administered by an approved contracted firm of the Nebraska City Utilities.

Applicant must submit to drug testing prior to employment, and all testing, thereafter, as required according to the Nebraska City Utilities' Substance Abuse/Drug Free Workplace Policy. All testing will be approved by the Nebraska City Utilities and administered by an approved contracted firm of the Nebraska City Utilities.

Applicant shall have or be able to obtain CPR certification and AED training.

A valid driver's license is required.