



UNION JOB DESCRIPTION

TITLE: Head Warehouseman

DEFINITION:

Under the direction of the Warehouse Foreman, Stores Planner, or Storekeeper, issues and returns items and transfers. Delivers and picks up material. Performs Inventory and Cycle Count responsibility. Responsible for outer office Storerooms. Rotates throughout the Warehouse to help at all locations and performs duties of lower classifications.

DISTINGUISHING CHARACTERISTICS:

The incumbent must be able to perform the duties of lower Warehouse classifications and fill in for any of these positions when needed due to storms, vacations, etc. Takes upgrades to Storekeeper when trained for that position. Outer office Head Warehouseman positions are filled by the most senior qualified bidder. This position also takes upgrades to Storekeeper and Freight Truck Driver.

ESSENTIAL JOB FUNCTIONS:

- Drives various District vehicles to deliver/pick up material.
- Creates Material Requests (MR's) as needed for car/poles, storm stock, damage claims.
- Creates labels for material/shelves.
- Rotates to assist all Storekeepers throughout the Warehouse.
- Provides relief for all Outer Offices.
- Serves as an active member of the District and Warehouse Process Improvement Teams.
- Changes need dates when needed to perform Warehouse work.
- The following duties are performed by the Head Warehouseman in the outer offices:
 - Creates pick lists for jobs and transfers.
 - Creates and receives facility transfers.
 - Inventory Cycle Count preparation and reconciliation.
 - Orders meters (5-dials, temps & cl.320) weekly as needed.
 - Maintains current pole/transformer/wire logs.
 - Performs periodic inventory in a timely manner.
 - Creates labels for material/shelves.
 - Limited receiving of purchase orders.
 - Works with Materials Analyst on delivery of wood poles and vaults.
 - Prepares Material Request to be worked using the District's automated Material Management System.
 - Builds cable tags for underground crew jobs.
 - Trains employees on outer office duties for vacation and sick leave relief and for call outs.
 - Organizes and maintain poleyards.

ESSENTIAL JOB FUNCTIONS: (continued)

- Sets min/max for cataloged items.
- Work with engineers in material needs for jobs.
- Schedules jobs to be picked.
- Analyzes Material Requests and works closely with Engineering on proper need dates, ordering within lead time limits, and recognizing when jobs need additional or corrected Material Requests to prevent down time for District Line crews. Changes need dates when needed to perform Warehouse work, reallocates material.
- Works closely with Standards Department on recognizing and resolving problems with material.

OTHER RESPONSIBILITIES:

1. Performs other warehouse duties as assigned.
2. Trains in all Storekeeper and upgrades to Storekeeper as necessary.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Materials Management and Inventory Control techniques.
- Storeroom, Warehouse and District policies, standards and procedures, and the Collective Bargaining Agreement and letters of understanding to ensure proper procedures are followed.
- Materials used for District construction projects, and basic functions of user Departments.
- Automated inventory data collection and bar code technology.
- Basic mathematics.
- Computers and computer application and software including word processing, spreadsheets, databases, electronic mail, the District's Materials Management System (MMS) and data processing as related to material and inventory control.
- Oral and written communication techniques.
- Equipment necessary to pick, move or transport supplies including experience operating a load, knuckle boom with stiff legs, forklift, and other District vehicles.
- Occupational hazards and safety precautions required for Warehouse environment.
- First Aid/CPR methods.
- District Accident Prevention Manual.

Ability to:

- Communicate and work effectively with all District employees and customers.
- Train employees.
- Use computers, automated systems and databases, and learn new computer software implemented by the District.
- Train staff and District employees in Material Management and handling techniques and the District's current Materials Management System (MMS) software.
- Lift, carry, and move various warehouse items.
- Exercise independent judgment.
- Perform duties in the Warehouse Unit.
- Plan and organize work, incorporating changing District priorities.
- Lift, carry, and move various Warehouse items safely.
- Work in a safe manner.
- Work in a team environment and be an effective team member with a strong customer focus.

MINIMUM QUALIFICATIONS: (continued):

These qualifications are those usually exhibited by a person with:

Education/Experience:

- High School Diploma or equivalent.

License or Certification:

- Valid Washington State Driver's License with CDL (Class A) endorsement.
- Propane Certification.
- Forklift Certification.
- CPR/First Aid certificate.
- Successful completion of a defensive driving class.
- Successful completion of the Fundamentals of Electricity training.

WORKING CONDITIONS:

- Work is performed in both a warehouse and field environment.
- Employee may be exposed to loud noises from machinery, external weather conditions when working in the field, and chemical/hazardous materials and spills.
- The employee must be able to lift and carry an average of 65 pounds.
- Long periods of sitting and driving a freight vehicle and using repetitive hand movement on a computer keyboard is required.
- Must be able to work long hours as storm or emergency conditions dictate.
- The employee will be expected to take overtime call outs due to emergency situations.