



Manager, Materials Management & Warehouse

Job Code	20000185	Job Family	Manager/1st Level leader	Leader	
Department	Materials Mgmt & Warehousing	Reports to	Sr Mgr Trsr Risk Mgmt & Supply	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2059		
Last Updated	7/3/2023				

Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

Job Summary

Manages the District's warehouse operations (i.e. receiving, transferring, storing, inventory/control and issuing of materials). Ensures the most efficient and cost effective management of materials inventory, while maintaining adequate controls, by overseeing the operations of all District warehouse facilities. Manages the investment recovery for the end of lifecycle for all equipment, materials, surplus, and supplies.

Accountabilities

Accountability #1

Achieve the highest level of employee and community trust in how the District manages inventory management by ensuring inventory is adequate to facilitate District needs to sustain operations, maintenance and capital programs for all Divisions. Ensures min/max quantities, reorder points, lead times, and MRP are analyzed and maintained to provide materials necessary to sustain District projects, including storm stock and emergency reserves, and similar responsibilities.

Accountability #2

Maintain the public's confidence in the quality of warehouse operations compliance by ensuring warehouse operations, i.e.; receiving, transferring, storing, issuing and recordkeeping, are compliant with District policies and industry standards, and similar responsibilities.

Accountability #3

Leverage technology and prudently manage costs to deliver outstanding value to our customers by ensuring the development, analysis, operation, modification, and maintenance the District's Material Management System is accurate and complete, and similar responsibilities.

Accountability #4

Maintain the public's confidence in the quality of inventory management by ensuring controls over inventory are adequate to safeguard against unauthorized or unaccounted for issuances, and similar responsibilities.

Accountability #5

Demonstrate outstanding value relative to cost to our customers by ensuring investment recovery efforts of scrap, overstocked, obsolete and excess materials are properly controlled and recovery is maximized or cost of disposal is minimized, and similar responsibilities.

Accountability #6

Create a culture of caring, mutual respect and trust that empowers current and future employees to do

their best work for the benefit of our team members, customers, partners and stakeholders by providing employees opportunities to develop, supporting employees through change, hiring the right person for the right job, recognizing employee performance and achievements, being open to receiving, feedback from our employees and working daily to ensure a more equitable and inclusive environment, and similar responsibilities.

Accountability #7

Demonstrate continual improvement that delivers outstanding value to our customers by developing, recommending, and effectively managing budget/s, identifying, evaluating, and recommending resourcing options that reflect appropriate prioritization and tradeoffs between cost and quality results, determining and realizing opportunities for improved efficiency and effectiveness, and similar responsibilities.

Accountability #8

Demonstrate outstanding value relative to cost to our customers by ensuring substitute inventory items comply with Standards Department specifications, and similar responsibilities.

Accountability #9

Oversees the movement and storage of goods throughout the warehouses and maintains safe and organized storage facilities. Understands and forecasts for future storage needs and requirements. Proactively seeks solutions to accommodate storage of materials during peak supply.

Accountability #10

Minimum Qualifications Note

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at HRRecruiting@snopud.com, or by phone at 425-783-8655.

Qualifications – Education and Experience

Minimum Required Education and Experience:

Bachelor's Degree in Business Administration or related field, AND
Two (2) years related experience in Accounting, Purchasing, Stores or Inventory Management, or Warehouse Management;

OR

Six (6) years related experience in Accounting, Purchasing, Stores or Inventory Management, or Warehouse Management.

Preferred Education and Experience:

Qualifications – License(s) and/or Certification(s)

Minimum Required License(s) and/or Certification(s):

Preferred License(s) and/or Certification(s):

Certified Production and Inventory Management (C.P.I.M.)
Certified Purchasing Manager (C.P.M.)
Certified Supply Chain Warehousing
Washington State Driver's License

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Advanced Materials Management concepts and philosophies.
Material and Warehouse Management computer systems.
Storeroom policies and standards.
Inventory accounting, control procedures and related general accounting principles.
Supervisory and coaching principles and practices.
Public procurement laws, regulations and practices.
Policies and practices relating to disposal of surplus property and scrap materials.
Automated inventory data capture systems, including bar code and radio frequency data

collection (RFDC) technology.

Computers and related software, including word processing, spreadsheet and data base applications.

Project management and report writing techniques and practices.

Effectively utilize computers and other technology tools.

Supervise, coach, train and motivate employees using participative management techniques.

Communicate and work effectively at all levels within and outside the District.

Research, analyze and resolve problems.

Interpret and apply laws and regulations.

Learn, interpret and apply District policies, procedures and directives.

Exercise independent and discretionary judgment.

Manage confidential information.

Preferred Skills and Abilities:

Knowledge of power and water utility material requirements.

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Leader” at the Manager level.

- Adaptability
- Aligning Performance for Success
- Building Customer Relationships
- Building Talent
- Coaching
- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Creating a Culture of Trust
- Creating an Inclusive Environment
- Customer Focus
- Delegation and Empowerment
- Driving for Results
- Driving Innovation
- Emotional Intelligence Essentials
- Empowering Decision Making
- Execution

Guiding Team Success
 Initiating Action
 Inspiring Others
 Leveraging Feedback
 Positive Approach
 Professional Knowledge and Aptitude
 Selecting Talent
 Stress Tolerance
 Technology Savvy

Physical Demands

Physical Demands List

Frequency

Sit	Frequent (34-66%)
Walk	Frequent (34-66%)
Stand	Frequent (34-66%)
Drive	Occasional (11-33%)
Work on ladders	Occasional (11-33%)
Climb poles or trees	Seldom (1-10%)
Work at excessive heights (note heights in open text box below)	Seldom (1-10%)
Twist	Occasional (11-33%)
Bend/Stoop	Occasional (11-33%)
Squat/Kneel	Occasional (11-33%)
Crawl	Occasional (11-33%)
Reach	Occasional (11-33%)
Work above shoulders (note specific activity in open text box below)	Occasional (11-33%)
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Occasional (11-33%)
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Occasional (11-33%)
Lift (note weight in open text box below)	Occasional (11-33%)
Carry (note weight in open text box below)	Occasional (11-33%)
Push/Pull (note specifics in open text box below)	Occasional (11-33%)
Work rapidly for long periods	Occasional (11-33%)
Use close vision	Occasional (11-33%)
Use distance vision	Occasional (11-33%)
Use color vision	Occasional (11-33%)
Use peripheral depth perception	Occasional (11-33%)
Speak	Frequent (34-66%)

Hear

Constant (67-100%)

Additional Physical Demands not listed above and associated frequency below.

This position may occasionally be required to lift items up to 50 pounds.

Mental Demands

Communication

Frequency

Understand and carry out simple oral instructions Occasional (11-33%)

Understand and carry out complicated oral instructions Frequent (34-66%)

Train other workers Seldom (1-10%)

Work alone Seldom (1-10%)

Work as a member of a team Frequent (34-66%)

Follow standards for work interactions Constant (67-100%)

Write communications for clarity and understanding Constant (67-100%)

Speak with clarity with others Constant (67-100%)

Comprehension

Frequency

Read and carry out simple instructions Frequent (34-66%)

Read and carry out complicated instructions Frequent (34-66%)

Retain relevant job information Constant (67-100%)

Reasoning

Frequency

Read and interpret data Constant (67-100%)

Count and make simple arithmetic additions and subtractions Frequent (34-66%)

Use intermediate and/or advanced math Occasional (11-33%)

Organization

Frequency

Plan own work activities Constant (67-100%)

Plan work activities of others Constant (67-100%)

Direct work activities of others Constant (67-100%)

Resilience

Frequency

Work under pressure Constant (67-100%)

Work for long periods of time Frequent (34-66%)

Work on several tasks at the same time Constant (67-100%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
Exposure to weather	Occasional (11-33%)
Wet and/or humidity	Occasional (11-33%)
Atmospheric conditions	Occasional (11-33%)
Confined/restricted working environment	Seldom (1-10%)
Vibratory Tasks – High	Seldom (1-10%)
Vibratory Tasks – Low	Seldom (1-10%)

Additional Environmental Conditions in this job not listed above and the associated frequency below.

Risk Conditions List	Frequency
Exposure to Heights	Occasional (11-33%)
Exposure to Electricity	Seldom (1-10%)
Exposure to Toxic or Caustic Chemicals	Seldom (1-10%)
Working with Explosives	Never
Exposure to Radiant Energy	Seldom (1-10%)
Extreme Cold	Seldom (1-10%)
Extreme Hot	Seldom (1-10%)
Proximity to Moving Mechanical Parts	Seldom (1-10%)
Noise Intensity	Seldom (1-10%)
Exposure to animals	Seldom (1-10%)
Working with angry customers	Seldom (1-10%)

Additional Risk Conditions present in this job not listed above and the associated frequency below.

On-Call Status and Frequency

On-Call is required.

- Yes
- No

On-call activities and frequency.

This position will be required non-standard hours during major events and storm situations. Occasionally
- 1x quarter or 4-6 times a year

Work Location

The primary assignment for this position is:

- Remote
- Office Hybrid
- On-Site
- Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.