



## UNION JOB DESCRIPTION

**TITLE: Storekeeper**

### DEFINITION:

Under the direction of the Warehouse Foreman or Stores Planner, directs Warehouse staff to their assigned area of responsibility to accomplish daily job assignments: Dispatches the Warehouse truck drivers for various freight and crew deliveries. Oversees the staging and issuing of jobs and transfers. Assists all customers both internal and external with material needs. Coordinates jobs with the Stores Planner. Creates Material Requests, Pick Lists, and Issue functions using the District's automated Materials Management System. Receives and ships all District material. Responsible for transformers/apparatus, training Beginning Warehouseman, and the investment recovery operation.

### DISTINGUISHING CHARACTERISTICS:

The incumbent 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. This position is filled based on the most senior qualified Bidder.

### ESSENTIAL JOB FUNCTIONS:

1. Organizes and coordinates the staging of material for freight deliveries for all outer offices and all District needs.
2. Creates Material Requests, Pick Lists, and Issue(s) functions on the computer using the District's automated Materials Management System.
3. Coordinates with Crew Dispatch for crew deliveries, District Construction Crew Inspectors for deliveries to construction crews, and Mailroom and other District supplies to various District locations on a daily basis.
4. Identifies, inspects and receives all materials.
5. Maintains updated logs on Contractors and Substation jobs.
6. Attends meetings with Manager, Foreman, Stores Planner, Storekeepers, and all other Warehouse personnel.
7. Attends all Standards meetings.
8. Ensures that all new and used material is returned to the proper Material Request.
9. Works with Purchasing and Accounting to resolve problems related to receipts.
10. Work with various departments for site pickup of materials as needed.
11. Creates U.T.C. number and label using the District's Materials Management System for the old and new transformer/apparatus and to record the U.T.C. number in the Transformer/Apparatus Logs. Tracks transformers being issued, returned, transferred and receipted for using UTC number.
12. Loads and unloads materials including steel poles, wood poles, substation steel structures, 3-phase transformers and other items as needed with the Load (6,000 to 16,000 lbs.).
13. Performs daily Cycle Count Inventory in a timely manner.
14. Trains Warehouse personnel.
15. Separates, weighs, and sells used metals to investment recovery vendor. Trains and leads staff in the separation process.
16. Prints Purchase Orders for inspection of materials received.

### ESSENTIAL JOB FUNCTIONS: (continued)

17. Tracks over short damaged and discrepancy (OSD&D) materials on computer and communicates with Standards and Purchasing as needed. Communicates with vendors on short and damaged material through e-mail and faxes.
18. Coordinates and loads trailer for various plat jobs.
19. Ensures proper paperwork is ready for contractors when jobs are picked up.
20. Trains and recertifies employees for forklift certification
21. Change facilities via Passport system administration for temporary fill in at outer offices
22. Works with Crew Dispatch on daily changes to crew job schedule in order to make necessary changes to material requests.

### OTHER RESPONSIBILITIES:

1. Trains senior employees on Storekeeper position.
2. Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS:

#### Knowledge of:

- Material management and inventory control techniques and analysis methods.
- 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 applications 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.
- All Warehouse positions and outer office job duties.
- Surplus material procedures practiced by the District.
- 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.
- Leadership and training techniques.
- First Aid and CPR methods.
- District Accident Prevention Manual.

#### Ability to:

- Communicate and work effectively with all District employees and customers.
- Lead and supervise.
- Train and motivate employees.
- Use computers, automated systems and databases, and learn new computer software implemented by the District.
- Train staff and District employees in Materials Management and handling techniques, and the current Materials Management System software implemented by the District.
- Exercise independent judgment.
- Plan and organize work, incorporating changing District priorities.
- Collaborate with User Departments in the application of the Materials Management Systems.
- Perform the duties of all classifications in the Warehouse Unit.

- Lift, carry, and move various Warehouse items safely.
- Use equipment necessary to pick, move or transport supplies.
- Coordinate a variety of tasks and assignments simultaneously.
- Work in a safe manner.
- Work in a team environment and be an effective team member with a strong customer focus.

These qualifications are those usually exhibited by a person with:

Education/Experience:

- High School diploma or equivalent.

License or Certification:

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

PREFERRED QUALIFICATIONS:

- None

WORKING CONDITIONS:

- Work is performed in both a warehouse and field environment.
- Employee may be exposed to loud noises from machinery and may be exposed to external weather conditions when working in the field.
- The employee must be able to lift and carry on an average of 65 pounds.
- Long periods of sitting and driving a freight vehicle and using repetitive hand movement on a PC 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.