



UNION JOB DESCRIPTION

TITLE: Stores Planner

DEFINITION:

Under the direction of the Warehouse Foreman, maintenance of daily inventory analysis within Materials Management System (MMS). Use of computer and a variety of software applications such as word processing, spreadsheets and databases to maintain work orders, material reservations, outbound deliver notifications (OBD), cycle counts, and inventory techniques. Act as liaison with Engineering, MMS, Purchasing, Construction, standards, contractors, local office personnel, and Accounting to ensure cross-functional processes and procedures are maintained. Assist Foreman with planning and delegation of work assignments. Perform other duties related to warehouse operations.

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. This position is filled based on the most senior qualified bidder.

ESSENTIAL JOB FUNCTIONS:

1. Determine eligibility of materials to be transferred and scheduled in appropriate timeframes for materials to be delivered between warehouse plants by consulting with Manager, Material Management and Warehousing, Warehouse Foreman and/or Materials Management Senior Coordinator. Reference suitable material for substitution when required.
2. Analyze, print and distribute OBD stock transfer orders on appropriate days and timely delivery.
3. Review Material Requirement Planning (MRP) to keep outer office transfers current.
4. Recommend changes in minimum/maximum reorder points and quantity levels of OBD material transfers to outer offices with the material management staff. Work with Purchasing on material shortages.
5. Train senior employees on Stores Planner position.
6. Determine job staging in advance using T & D design work contract projects report, Small Works Roster, engineering and plat report.
7. Create work orders, material reservations, pick lists, and issue(s) functions on the computer using the District's automated Materials Management System.
8. Maintain updated logs on contractors and Substation jobs.
9. Ensure that all new and used material is returned to the proper work orders.
10. Ensure proper paperwork is ready for contractors when jobs are picked up.
11. Work with Crew Dispatch on daily changes to District crew job schedule in order to make necessary changes to Work Orders.
12. Learn new PC software and advanced software techniques to enable report writing and graphing of inventory data. Assist with implementation of any new system software.
13. Initiate problem resolution and District process improvements when applicable.
14. Assist Manager, Material Management and Warehousing in team participation concepts to evaluate new warehouse techniques and procedures.
15. Develop operating procedures manuals.

16. Work with Major Equipment and Yard lead to schedule truck deliveries.
17. Maintain Warehouse Work Order log up to date with new and cancelled jobs and to maintain and determine minimum/maximum lead-time.
18. Assist in the setup of material catalog ID's in MMS in District local offices as needed.

OTHER RESPONSIBILITIES:

1. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Material management and inventory control techniques and analysis methods.
- Warehouse and District policies, standards and procedures, and the Collective Bargaining Agreement and letters of understanding, to ensure proper procedures are followed.
- Material used for District construction projects, and basic functions of user Departments.
- Automated inventory data collection and bar code technology.
- Basic mathematics.
- Computer and computer application and software
- Surplus material procedures practiced by the District.
- All Warehouse positions and outer office job duties.
- Oral and written communication techniques.
- Equipment necessary to pick, move or transport supplies including experience operating, forklifts and other District vehicles.
- Occupational hazards and safety precautions required for Warehouse environment.
- Leadership techniques.
- First Aid and CPR methods.
- District Accident Prevention Manual.

Ability to:

- Communicate and work effectively with all District employees and customers.
- 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 all duties of all classifications in the Warehouse Unit.
- Lift, carry, and move various Warehouse items safely.
- Coordinate a variety of tasks and assignments simultaneously.
- Lead and supervise.
- Train and motivate employees.
- Work in a safe manner.
- Work in a team environment and be an effective team member with a strong customer focus.

Education/Experience:

- High School diploma or equivalent.
- Five (5) years progressively more responsible experience in Stores or Materials Management.
- Successful completion of six week Stores Planning training and continued updating of training as needed. Completion of this training must be done prior to bid award.

License or Certification:

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

PREFERRED QUALIFICATIONS:

- None

WORKING CONDITIONS:

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