

Glacier Electric Cooperative
JOB DESCRIPTION

JOB TITLE: WAREHOUSE SUPERVISOR

EXEMPT (Y/N): No
SUPERVISOR: Manager of Operations

LOCATION: Cut Bank and Browning
DATE REVIEWED: October, 2018

SUMMARY:

Purchases, receives, stores and issues line materials and equipment, stores tools and safety equipment in a storeroom. Perform all aspects of coordination for a full-service warehouse. Provides maximum service to the membership by performing all duties and assuming all responsibilities in connection with maintaining the warehouse in an orderly and businesslike manner, and in purchasing, receiving, issuing, transferring, charging in and out of the materials, and to evaluate retired material for re-use. Maintain the warehouse in such a manner to insure easy accessibility of material and supplies, to eliminate hazards, maintain cleanliness, and meet OSHA rules and regulations, and to enable the Cooperative to continue Safety Accreditation recognition by the National Rural Electric Cooperative Association and Federated RE Ins.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Prepare purchase orders and orders materials.

Receive, warehouse and maintain orderly control and storage of all line materials required for maintenance, construction, and emergency purposes.

Direct or personally issue all material to construction and maintenance crews and line construction contractors.

Inspect material returned to the warehouse to determine whether it is re-usable and should be returned to stock, or if it should be retired.

Keep necessary warehouse records and prepare all information necessary for input to the computer to accomplish electronic preparation of all warehouse material record keeping, including work order close out and job orders.

In general, is responsible for all warehousing and record keeping incidental thereto.

Suggest to supervisor improvements which can be made and purchases and repairs of materials, supplies, equipment and tools.

Operate vehicles and other equipment in a safe manner and observe all safety regulations and looks out for the safety of others.

Keep time sheet and submit to supervisor for approval.

Keep well informed about the Cooperative's policies and programs.

Participate in safety and other employee meetings.

Assemble materials needed for staking sheets, and occasionally make delivery to work site.

Responsible for PCB record keeping and compliance.

Check material charge out tickets for accuracy, making any changes necessary.

Account for material brought in by crews or by line contractors.

Direct, or personally check out and make proper charge tickets for material leaving the warehouse.

Maintain receiving records of material coming into warehouse, both returned materials and material ordered and received.

Review with Operations Manager and establish appropriate inventory levels for each item in inventory.

Prepare for and direct the annual physical count and reconciliation of all inventory for the annual Cooperative Audit.

Take a monthly inventory of certain inventory items and assist with the reconciliation if necessary for those items as required by the Operations Manager.

Review with the General Manager any needed revisions to the Material Inventory Procedures & Practices established to provide a standard procedure for the proper handling and controlling of the material inventory.

Operate all material handling equipment in loading and unloading poles, transformers, etc.

Other duties as assigned by management.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SKILLS REQUIRED:

Must have ability to perform clerical procedures accurately and efficiently for cost and inventory record keeping and reports. Clerical aptitude is highly desirable.

Must be able to properly and efficiently obtain quotes, purchase, receive, and store materials, including checking incoming or outgoing shipments by such methods as counting, measuring, and when necessary, weighing material.

Must be able to ship, distribute, and issue line materials from a warehouse or yard.

EDUCATION and/or EXPERIENCE:

Experience in store-keeping, inventory control, and operating equipment for handling material is desirable.

High school diploma or equivalent is desirable.

PHYSICAL REQUIREMENTS:

Must be physically and mentally able to continuously perform strenuous tasks, such as carrying 75 pound boxes of material up and down stairs, lifting and carrying weight of 75 pounds for long periods of time, and be willing to accept duty calls under adverse weather conditions 24 hours per day.

Initial and annual medical evaluation required to determine ability to perform essential job functions and subject to random drug testing.

OTHER REQUIREMENTS:

Must have or be able to obtain within six (6) months a minimum Class A, Type 2 Commercial Drivers License and must be able to provide documentary proof.

Must be able to travel and stay overnight away from the Cooperative service area for training or representing the Cooperative as required.

SUPERVISION RECEIVED:

Reports to Manager of Operations

RELATIONSHIPS:

INTERNAL

Operations Manager: To seek advice, instruction and assistance, and information on planned line construction, operation and maintenance schedules for the appropriate material ordering and issuing. To keep the supervisor adequately informed on plans, programs, and warehouse activities.

Operations personnel: To cooperate with in every way possible to provide adequate material and supplies for line construction and maintenance and to assure proper accounting for materials issued and returned.

Other departments: To cooperate with as requested or directed on data pertaining to construction, maintenance, operations, retirements or other required information; thereby creating a wholesome relationship in team work and morale in promoting greater efficiency and service.

EXTERNAL

Members and general public: To seek every opportunity to develop increased understanding and acceptance of the Cooperative's plans, policies and programs.