

POSITION DESCRIPTION

A. Position : **Warehouse Assistant**

B. Position Function:

1. To assist in efficiently receiving and distributing materials from inventory and inventory control.

C. Reporting Relationships:

1. Reports to: Distribution Engineer, Line Supervisor and Warehouseman, respectively.

D. Duties and responsibilities:

1. Distributes materials as defined on work orders, job orders, maintenance sales transfers and truck restocking to the area crew members and others for electrical services.
2. Completes paperwork and computer entries documenting receipts and distribution of materials to properly account for material transactions.
3. Receives records, unloads and stores material items in support of cooperative operations. Advises the Line Superintendent of discrepancies between the purchase order and material received and of any damages to assure proper receipt.
4. Performs periodic and annual inventory counts to assist with inventory control.
5. Prepares packages for shipping to assist in timely delivery and receipt of needed items.
6. Participates as an active team member in the following ways: attends meetings, shows respect for team members, encourages feedback. Assists in accomplishing team goals and objectives, contributes insights and opinions.
7. **This list of responsibilities is not intended to be all inclusive and may be expanded to include other duties that Management or Staff deems necessary.**

E. Internal Relationships:

1. Distribution Engineer
2. Line Supervisor
3. Warehouseman
 - a. Works under the authority and guidance of the above personnel. Accepts supervision, training, information and advice on meeting job expectations and performance objectives in all warehouse functions. Provides assistance and confers in operational problems, work planning or special projects as assigned. Coordinates with the above personnel on CVEC's material requirements, exchanges information and job experiences that would be mutually beneficial to the Cooperative.

F. Reporting Relationships:

- a. Although the Warehouse Assistant may delegate portions of his/her responsibilities, no portion of accountability for results may be delegated or relinquished. The Warehouse Assistant may retain functional authority over specific projects or areas of responsibility as specified in this position description or otherwise delegated by the Distribution Engineer or Warehouseman.

G. External Relationships:

1. Members
Provides helpful, courteous assistance and service.
2. General Public
Presents a friendly, courteous image for the Cooperative.
3. Power Companies and Other Cooperatives
Exchanges information that would be mutually beneficial and helpful in maintaining good working relationships.

G. Position Requirements:

1. Must possess very strong computer skills, plus the aptitude and ability to learn new programs. Working knowledge of Excel, Word, Access and/or similar programs required.
2. Skills and knowledge normally acquired through a high school diploma or the equivalent.
3. Must possess strong mathematics aptitude.
4. General knowledge of electric utility operations is highly beneficial to this position.
5. Must be able to effectively read and follow operations and safety manuals.
6. Must be able to follow directions and work with other cooperative personnel as assigned.
7. Must be able to communicate with cooperative personnel and others to solve problems as required, both verbally and in writing.
8. Must be able to attend work on a regular and predictable basis. Work is regularly scheduled Monday through Friday.
9. Must be able to perform the essential functions and elements of this position competently following an initial orientation period.
10. Must possess good judgment skills as the work may be varied with problems that are difficult and methods and procedures that are defined.
11. Must be able to weigh and measure materials accurately.
12. Must be able to be trained to safely operate equipment such as a fork lift and all-terrain vehicle.
13. Must be a team player.
14. Must possess a high level of integrity.
15. Must be honest and trustworthy.
16. Must be courteous and friendly and able to work well within diverse groups of people.

17. Must be able to gain and maintain the respect of others, both inside and outside the Cooperative.
18. Must be able to travel through out the service area. Other travel outside the service area may be assigned.
19. Must possess a valid New Mexico driver's license. Must be eligible to be and remain insured as a driver by the Cooperative's group liability policy for the automotive fleet.

H. Physical Demands:

1. Work conditions are indoors and outdoors in all kinds of weather.
2. May be required to walk for long distances, reach with hands and arms, stoop, kneel, crouch or crawl, climb or balance in order to reach high places.
3. Heavy lifting up to 100 lbs will be required while loading material or equipment to meet the needs of the company and its customers.
4. Considerable time spent working while standing on concrete floors.
5. Must be able to communicate clearly and accurately and possess good hearing as needed for work and safety compliance. Noise level could be moderate to very loud.
6. Must possess visual color perception in order to differentiate wire and part colors.
7. Close vision is needed to work on the computer system.
8. Low exposure for potential electrical shock exists for this position.
9. Occasionally may be required to work near moving mechanical parts and equipment.
10. Must be willing to submit to random drug and alcohol testing as per company policy.

Employee

Date

Distribution Engineer

Date