



# BENTON RURAL ELECTRIC ASSOCIATION

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## POSITION DESCRIPTION WAREHOUSEMAN

### **I. OBJECTIVES**

The position of Warehouseman was created to help achieve the current mission of the Association which is stated as follows

Our Mission at Benton Rural Electric Association, a member-owned and operated cooperative, is to provide affordable and reliable energy and other member driven compatible services that enhance the quality of life for all of our members. Our mission will also provide a stable, safe, competitive career oriented work environment for the Association's employees. Our mission is being pursued through the highest ethical standards using progressive marketing in conjunction with sound financial and management principles.

Benton REA intends to accomplish this mission by assigning specific operational duties and responsibilities to be delegated to a competent, well-trained person whose knowledge of and ability in this position will contribute to the attainment of the current mission of the Association. This person must be adaptable, self-motivated, responsible, accountable and energetic.

This position was created to facilitate the construction and maintenance of Benton Rural Electric's system, to maintain Association property and materials in a neat and business-like fashion, and to provide information to the management of the Association for efficient operation.

The specific objectives for this position and the responsibilities to be fulfilled to achieve these objectives include:

- A. Assists in the control of, and is responsible for materials used in construction and maintenance, the warehouse facilities, and assigned equipment of the Association.**
- B. Assists the Lead Warehouseman in order to ensure that sufficient material is provided in an efficient manner for all construction, maintenance, and services to be performed on the Benton REA electric power system.**
- C. Assists the Lead Warehouseman in order to ensure that records are properly completed with regard to the Association's material processing system, purchase order system, PCB programs, and other areas as assigned.**

**D. Being an effective working member of the Benton REA team by becoming familiar with all the various aspects of warehousing and construction material.**

**II. RELATIONSHIPS:**

**A. Reports to: Lead Warehouseman**

Keeps the Lead Warehouseman informed concerning warehouse facilities and the material inventory process. Also recommends changes or modifications to programs or department goals as may be appropriate.

**B. Coordinates and cooperates with:**

**1. Internal:**

- a) Engineering Services Coordinator - with respect to coordinating and controlling the PCB functions related to the warehouse.
- b) Finance Manager - with respect to coordinating on the improvement of materials inventory procedures and internal accounting controls.
- c) System & Distribution Engineers - with respect to technical matters and material specifications.
- d) Operations Superintendent - with respect to construction schedules and special material disbursements.
- e) Engineering Clerk - with respect to matters pertaining to PCB records.
- f) W.O. Purchasing & Materials Coordinator - with regard to material requisitions and supply of necessary construction material.
- g) Operations Manager - with regard to matters pertaining to material for force account crews or contractors.
- h) All other employees - in order to develop and promote a team spirit and to provide quality assistance to all fellow employees with the intent of achieving the objectives of the Association.

**2. External:**

- a) Membership: to provide quality services to the members by answering inquiries and giving assistance as needed.
- b) General Public: to act as a representative of Benton REA and to maintain friendly, cooperative relations as responsibilities are being performed.

- c) Other external organizations: Acts as a representative of, and in the best interest of, Benton REA when coordinating with material suppliers, transportation companies, salvage companies, and repair services organizations.

### III. **RESPONSIBILITIES**

To fulfill the objectives of this position, the employee so designated shall perform all of the following duties and responsibilities: PLEASE NOTE: The duties of this position become progressively more comprehensive as the incumbent completes the necessary training program. The progression of the Warehouseman employee, in relation to the training program will be reviewed on an ongoing basis. The employee's progression with respect to pay scales and training will be contingent upon the ongoing performance review.

A. Specific duties relating to Objective A: **Assists in the control of, and is responsible for materials used in construction and maintenance, the warehouse facilities, and assigned equipment of the Association.**

1. Assists the Lead Warehouseman in order to ensure that the construction material and transformer stock is well organized by being responsible for maintaining the warehouses, shops, and material yards in a neat and orderly manner.
2. Assists the Lead Warehouseman in order to ensure that construction material and transformers are properly received and protected by following the required inventory receiving and storage procedures.
3. Assists the Lead Warehouseman in order to ensure an adequate supply of non-inventoried materials by being responsible for controlling the supply of and purchasing of these items.
4. Assists the Lead Warehouseman in order to ensure that construction material and transformers are properly received and protected by following the required inventory receiving and storage procedures and by posting these material and transformer receipts in the computer.
5. Assists the Lead Warehouseman in order to implement internal accounting control procedures with regard to inventory by:
  - a) Performing annual inventory count of construction material and reconciling these counts to the inventory in the computer system. Assisting the Lead Warehouseman in recording inventory of transformers on a quarterly basis.
  - b) Assisting the external auditors that have been hired by the Association in the process of completing the year-end inventory test counts.

6. Assists the Lead Warehouseman in order to ensure that warehouse facilities and construction material handling equipment is properly maintained by scheduling routine maintenance as it is needed and by coordinating with the Engineering Manager on any areas of concern.
  7. Assists the Lead Warehouseman in order to ensure that material received conforms to proper specifications by making sure that the items received are, in fact, the items that were ordered, and by being aware of the current material specifications as dictated by the Engineering Department.
  8. Assists the Lead Warehouseman in order to ensure that hazardous materials are properly received by making sure that they are properly marked and stored and by making sure that a current MSDS sheet is on file.
  9. Ensures that Association safety procedures are complied with by assisting with the placing of required signs and markers on material and equipment.
  10. Assists the Lead Warehouseman in order to maintains an adequate stock of usable materials by being ultimately responsible for recommending to the Engineering Manager which materials and/or equipment should be disposed of or repaired
  11. Performs other functions as needed in order to accomplish this Objective.
- B. Specific duties relating to Objective B: **Assists the Lead Warehouseman in order to ensure that sufficient material is provided in an efficient manner for all construction, maintenance, and services to be performed on the Benton REA electric power system.**
1. Assists the Lead Warehouseman in order to verify that permanent and/or temporary satellite warehouses are properly stocked with materials and transformers by making site visits to the satellite locations and by making material transfers to those locations as needed. This will include the transferring of these items in the computer system.
  2. Releases material to the work crews and contractor crews by being available to disburse and account for the material requested by the crews from the main warehouse, by following up on all material disbursements that take place from the satellite warehouses, and by checking the work orders/job orders for materials needed for contract crews.
  3. Ensures that the physical material receipts and disbursements are completed properly by loading and unloading material and equipment, with assistance when needed.
  4. Responsible for keeping the Engineering Manager informed, in the absence of the Lead Warehouseman, with respect to construction material and transformers in stock by immediately reporting any anticipated material shortages, by providing

notification of delayed shipping or arrival schedules, by immediately returning to the engineering department any material sheets that are incorrect so that the engineering department can make necessary corrections to the called for construction units and by providing notification of any other problems that may impede or hinder the flow of the materials to be used for construction and maintenance of electric plant..

5. Coordinates with the Lead Warehouseman in the process of planning the work to be performed.
  6. Performs other functions as needed in order to accomplish this Objective.
- C. Specific duties relating to Objective C: **Assists the Lead Warehouseman in order to ensure that records are properly completed with regard to the Association's material processing system, PCB programs, and other areas as assigned.**
1. Prepares timely and accurate tool records for the repair and maintenance of shop and warehouse tools by assisting in these areas as assigned.
  2. Prepares other records in a timely and accurate manner by assisting as assigned with the document processing relating to PCB's, hazardous waste, safety, and other areas, as required by law or as required by Association policy. Will take samples of potentially hazardous materials for testing and documenting as directed. Is responsible for the upkeep of the PCB trailer to insure it is ready and available at all times.
  3. Performs other functions as needed in order to accomplish this Objective.
- D. Specific duties relating to Objective D: **Being an effective working member of the Benton REA team by becoming familiar with all the various aspects of warehousing and construction material.**
1. Makes recommendations to the Lead Warehouseman with regard to the selection of tools and materials by reviewing and being familiar with material and tool catalogs.
  2. Learns as much as possible about the duties associated with construction material and inventory warehousing by making observations as to how to improve the inventory system and by attending schools and seminars as directed.
  3. Promotes a safe working environment by following established safety procedures and OSHA regulations and by being responsible for the safe operation of equipment and vehicles.
  4. Creates a high quality working environment by participating in employee meetings with regard to Association policies, programs, job procedures, safe working practices, and any other appropriate issues.

5. Coordinates and assists in scheduling the repair and maintenance of transformers, reclosers, and regulators, as requested.
6. Assists the Operations Department, as necessary, by filling in as temporary help for crews and service personnel as needed, taking into account the warehouse work load and work schedule.
7. Acquires and maintains an understanding of the inventory items used by the Association for construction and maintenance by conferring with the Lead Warehouseman, and by attending the standards committee meetings in the absence of the Lead Warehouseman
8. Acts as a backup in the absence of the Lead Warehouseman by being able to adequately perform the duties listed under Objective A through, and including, D.
9. Performs other functions as needed in order to accomplish this Objective.

#### IV. **AUTHORITIES**

The Warehouseman shall have full authority to carry out these duties and responsibilities in conformity with established policies and procedures. The Warehouseman shall comply with and carry out the policies and procedures adopted by the Association by exerting the best effort and ability possible.

This employee is encouraged to use initiative and judgement in making decisions, remembering that the Association's best interest can be affected by their actions. The employee should feel free to make suggestions for the improvement of operations and efficiency.

Approval of the Lead Warehouseman shall be secured in making decisions when policies are not clear and further explanation is needed. Approval is to be obtained from the Engineering Manager when the Lead Warehouseman is absent.

Nothing contained above should be construed to be a guarantee of or assurance of employment. Employees are expected to meet the standards of work performance and to perform their jobs competently, to maintain satisfactory interpersonal relations with co-workers as well as supervisors, and to conduct themselves appropriately in the work place. Failure to meet these standards in the judgement of management may result in discipline, including discharge. Disputes resulting from implementation of the position description are subject to the provisions described in the most recent version of the "Agreement Between Benton Rural Electric Association and Local Union No. 77 International Brotherhood of Electric Workers".

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RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Employee

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Supervisor

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
General Manager/Executive Vice President

The Employee has a valid driver's license at the time of signature of the Job Description:  
\_\_\_\_\_ Yes \_\_\_\_\_ No

**MINIMUM JOB QUALIFICATIONS**

**Warehouseman Position**

**I. REQUIRED SKILLS:**

- A. Education Requirements - High School graduate or equivalent (GED) required
- B. Must have and maintain a Washington State Class-A Commercial Driver's License. This item is required.
- C. Ability to read and comprehend work orders, job orders, purchase orders, invoices, and packing lists. This item is required.
- D. Must have a current forklift operator's certificate. This item is required.
- E. Must have computer experience. This item is required.
- F. Must have a flagging card. This item is required.
- G. Physical Requirements (Sufficient dexterity to perform the tasks as listed in the job description).
  - 1. Physical Skills Level B (Noticeable) - Some physical skill is required. Certain coordinated finger, limb or body movements must be performed in the course of regular work routines. These can usually be learned on the job, over a relatively short period of time.
  - 2. Physical Effort Level 2 (Light) - Job requires physical effort as a part of regular work routine, such as frequent standing and walking; frequent lifting, guiding, and/or carrying of lightweight materials or equipment; occasional periods of sustained effort.
  - 3. Talking in person and on mobile radio required.
  - 4. Listening in person and on mobile radio required.
  - 5. Adequate near and far vision for driving required.
  - 6. Color vision for identifying color coded wires required.
  - 7. Handling, fingering, and working with hand tools required.
  - 8. Adequate depth perception for driving required.
  - 9. Crouching, stooping, lifting, reaching, twisting, and turning required in order to work with materials and to assist linemen in the field. This item is required.



10. Ability to lift, carry, pull, and push items in excess of 20 pounds required.
11. May be asked to make occasional trips out of Benton REA service area in order to attend training classes and seminars. These trips may require driving a vehicle that is provided by the Association.
12. The ability to speak, read, write, and communicate the English language fluently required.
13. The ability to operate a motor vehicle with a manual transmission is required.
14. The dexterity to operate computer equipment and/or typewriters is required.

**II. PREFERRED SKILLS:**

- A. Previous experience with a RUS financed electrical distribution cooperative preferred.
- B. Six months of experience working with the record keeping and testing of PCB transformers preferred.
- C. Six months of computer experience preferred.
- D. Six months of construction material handling, inventory paper work processing, and warehousing experience preferred.
- E. Six months of experience providing assistance from the ground for a line crew preferred.
- F. Six months of experience operating a forklift preferred.
- G. Previous experience working in a warehouse for an electrical utility preferred.

**III. WORK ENVIRONMENT:**

- A. Work Demand Level B (Average) - Work pressure, disturbances of work flow, and/or irregularities in work schedule are expected and occur on an intermittent basis.
- B. Working Conditions Level 2 (Disagreeable) - Somewhat disagreeable conditions. Work may be performed in cramped or awkward positions. The possibility of exposure to safety hazards, disease, or contamination will require strict adherence to established safety procedures and OSHA regulations. Occasional exposure to noise, temperature extremes, etc.
- C. Most of the time the work environment for this position consists of a concrete floor warehouse, with various levels accessible only by steep stairs and temperatures equaling outside temperatures which tend to be very hot in the summer and somewhat cold in the winter.