Position Description

**Warehouseman**

1. **OBJECTIVE:**
2. To ensure that the warehouse and surrounding grounds are maintained in an attractive, clean, and safe manner to provide a good working environment for Lacreek employees.
3. To maintain the warehouse in a manner to ensure easy access to materials and supplies so as to assist cooperative employees in providing efficient service to members
4. To provide accurate materials management; inventory control by requisitioning, receiving, storing, and inventory of materials and supplies in the appropriate manner, quantity, and quality.
5. **REPORTING RELATIONSHIPS:**

Reports to General Manager or Assigned Supervisor.

1. **RESPONSIBILITIES AND AUTHORITIES:**
2. Performs personally the following activities:
3. Under the direction of General Manager or Assigned Supervisor, schedules and directs the day-to-day operations of the warehouse in accordance with established procedures.
4. Assists in the preparation of the department budget.
5. In accordance with Lacreek policies and with the approval of General Manager or Assigned Supervisor, orders materials.
6. Arranges and maintain materials for easy accessibility.
7. Ensures that the work area is clean and safe, eliminating hazards as appropriate.
8. Issues and retires materials for work orders; gathers materials
9. Ensures that paperwork is completed, accurate, and on time.
10. Posts materials and supplies ordered, received, used, and returned to material sheets daily.
11. Conducts periodic inventory of material on hand.
12. Unloads or assists in unloading shipments:
13. Inspects, verifies, counts, and receives materials.
14. Completes receiving reports and routes all paperwork to appropriate personnel.
15. Maintains records and files.
16. Attaches identification numbers to the transformers and cable reels, etc.
17. Issues material to line personnel, and/or appropriate work order and GL accounting.
18. Learns and practices first aid, CPR, and artificial resuscitation.
19. Assists in material preparation and ordering for large-scale work orders and work plan projects in accordance with the Staking Engineer, Line Supervisor, and General Manager.
20. Creating and issuing purchase orders for annual budget items and agreements for other Lacreek-associated businesses.
21. Assists with work order material reconciliation with the Work Order Clerk, Staking Engineer, & Line crew.
22. Performs personally the following common to all production and maintenance employees:
23. Sees that trucks, tools, and equipment assigned are in good working order.
24. Participates in job safety and training.
25. Complies with Lacreek safety rules and regulations, operates all transportation equipment in a safe manner, and looks out for the safety of others.
26. Keeps informed about the cooperative and its policies, plans, and programs.
27. Promotes efficient use of electric energy.
28. Exercises reasonable care in the use of and security of all association-owned property.
29. Keeps supervisor informed of all activities.
30. Answer all member inquiries promptly or refer them to the proper authority within the cooperative.
31. Makes every effort at all times to be courteous to the members and to do all possible to develop their support for the cooperative.
32. Cooperates with all employees in maintaining good working relationships, and high morale, exchanging ideas, information, and job experience.
33. Performs other duties as requested or directed.
34. **EXTERNAL RELATIONSHIPS:**
35. Members:

Does everything possible in the position to give members superior service, is constantly alert for possible property damage, and promptly answers or refers to all member inquiries.

1. Vendors:

To order materials and supplies and to obtain and exchange information.

1. Truck Drivers:

To assist or receive assistance with materials, supplies, and/or equipment.

1. Postal Officials:

To expedite deliveries, and accept shipments of material, supplies, and equipment.

1. Auditors:

For assistance with the cooperative annual inventory.

1. **EDUCATION:**

High School graduate or equivalent preferred.

1. **EXPERIENCE:**

Warehouse or construction experience desirable. Some experience in inventory methods is preferred.

1. **JOB KNOWLEDGE:**

 Must be able to acquire knowledge of RUS Materials used in the construction and maintenance of overhead and URD distribution and transmission lines within a reasonable time span. Must be able to learn to read and interpret staking sheets. Must develop an understanding of related REA accounts.

1. **ABILITIES AND SKILLS:**

Must be able to perform the activities listed in the position description. Some heavy lifting may be required. Must be able to operate or learn to operate a computer terminal. Must be able to perform a variety of activities with attention to detail.

1. **WORKING CONDITIONS:**

Some outside work in varying weather conditions. Some irregular hours maybe required.