



## Job Description

<b>JOB TITLE:</b>	Warehouse Worker - Expeditor
<b>DIVISION:</b>	Finance Department
<b>REPORTS TO:</b>	Purchasing Agent & Warehouse Supervisor, then to CFO
<b>SUPERVISES:</b>	N/A
<b>PAY GRADE:</b>	6
<b>FLSA STATUS:</b>	Non-exempt (hourly)
<b>UNION STATUS:</b>	Non-Union
<b>DATE APPROVED:</b>	4/30/2021
<b>STATUS:</b>	Permanent, full-time
<b>SCHEDULE:</b>	Monday through Friday, 8 a.m. to 5 p.m. (40 hours/week)

### POSITION SUMMARY

The Warehouse Worker-Expeditor is responsible for receiving goods and materials, and cross-training with the Purchasing Agent & Warehouse Supervisor.

Under close supervision of the Purchasing Agent and Warehouse Supervisor, the Warehouse Worker-Expeditor has the responsibility to oversee requisitioning, disbursement, organization, inventory control, and the material and equipment assets stored within and on the grounds of the warehouse storage areas.

### ESSENTIAL FUNCTIONS (include but are not limited to the following)

- General Warehouse functions including maintaining an orderly warehouse inventory
- Responsible for performing and documenting receiving, expediting, stocking, materials inventory functions using established procedures and both paper and electronic methods.
- Maintain inventory levels and on-time delivery
- Coordinate and communicate with Administration to identify potential improvements to construction units and ensure material lists are updated, and new inventory units are created when appropriate.
- Communicate effectively and build relationships with BUECI crews, contractors, staff, and vendors.
- Accurately verify all packing lists to ensure correct receipt of all items and conformance to specifications.
- Assist with monthly and annual physical inventory count, periodically reconcile inventory to accounting records, resolve inventory issues.
- Disassemble and record all returned and retired material to inventory units and restocks, make adjustments or repairs to items carried in inventory.
- Responsible for general housekeeping of warehouse, central office, and grounds around warehouse.
- Issue and receive all rubber goods for periodic testing purposes, maintain recordkeeping.
- Maintain, issue, and receive tools and other equipment used in the operations, maintenance and construction of the distribution system (electric and natural gas).
- Maintain recordkeeping and oversee the proper storage for repair of failed equipment, coordinate pickup/delivery/receipt for repair (ex.: transformers, reclosers, regulators, etc.).

## Warehouse Worker – Expeditor Position

- Understand, communicate and adhere to all safety requirements of General Warehouse Safety, Forklifts, Loaders, Chemicals and other materials maintained in the warehouse.
- Shovel snow around entryway to Central Office and other BUECI buildings
- Responsible to cross-train and serve as backup to the Purchasing Agent and Warehouse Supervisor position.

### QUALIFICATIONS

- **Must have or be able to obtain and maintain a driver's license**
- **Must have a GED or high school degree**
- Strong organizational skills
- Logistical knowledge of material handling and inventory management
- Working understanding of purchasing and supply chain systems
- Ability to maintain a driver's license and pass a pre-employment tests including drug screening and alcohol test, hearing test, and physical fitness test
- Competency with Microsoft Office applications
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to communicate verbally and in writing fluently in English
- Preferred: One years' experience in materials management, stocking, or warehousing; utility background is helpful

### PHYSICAL DEMANDS

- Able to lift and or carry up to 50 lbs occasionally such as materials and equipment.
- Regularly required to stand, hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and talk or hear.
- Able to wear safety glasses, goggles, back support belt, safety shoes/boots, hearing protectors, and gloves in accordance with safety procedures. Requires wearing personal safety equipment (steel toed boots). Ice spikes should be worn on shoes during winter when outside.
- Requires hearing within normal range, hearing aids are permitted.
- Requires vision within normal range, corrective lens are permitted. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### WORK CONDITIONS

- Work outside under various weather conditions including extreme cold.
- Exposure to, but not limited to, weather, heights, noise, dust, vapors, fumes, hazardous materials, moving mechanical parts, and confined spaces.
- Some overtime and evening hours may be required.

BARROW UTILITIES AND ELECTRIC COOPERATIVE INC. RESERVES THE RIGHT TO REVISE OR CHANGE THE JOB RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.