



Barrow Utilities and Electric Cooperative, Inc.

PO Box 449
Barrow, Alaska 99723
Phone 907-852-6166

Job Description

Job Title:	Purchasing & Warehouse Manager	Supervises:	Supervisory
Division:	Purchasing & Warehouse	DOT Safety Sensitive:	No
Reports to:	Chief Financial Officer	FLSA Status:	Non-exempt, hourly
Union status:	Non-Union	Date:	April 30, 2021
Status:	Full-Time, Permanent	Work Schedule	Monday – Friday 8am – 5pm
Pay Grade	9	Salary	\$57.67 hourly DOE

Summary:

The Purchasing & Warehouse Manager is responsible for managing the full purchasing process, inventory control, and oversight of materials and equipment stored at the Cooperative. This position supervises the Warehouse and Custodian Employees, ensuring efficient operations and proper task delegation.

Essential Duties and Responsibilities:

The duties include but are not limited to the following:

Purchasing:

- Prepares and issues purchase orders; obtains multiple quotes from vendors to ensure competitive pricing.
- Procures quality materials at competitive prices and recommends cost-effective shipping methods.
- Establishes purchasing partnerships with vendors, including requesting lines of credit/accounts with approval from the CFO.
- Manages the full purchasing process, from obtaining purchase order requests and initiating orders to coordinating shipments and ensuring timely delivery.
- Tracks all orders in progress and follows up with vendors and carriers to resolve delays or issues in transit.
- Confirm delivery of all purchased goods to the Cooperative; verifies receipt and proper documentation with warehouse staff.
- Assists in preparation of vehicle specifications.
- Prepares and solicits bids for vehicle purchases.
- Assists in the disposal of surplus equipment, warehousing, and archiving records.
- Tracks and manages purchasing and contract deadlines with a high level of attention to detail.
- Maintains accurate paper and electronic records related to purchasing, inventory, receiving, and warehousing.
- Functions as a backup to the Warehouse Worker and assists in all aspects of receiving, shipping, expediting, organizing, and materials handling.

Inventory Control:

- Oversee all aspects of the Cooperative-wide annual physical inventory count, including recounts and resolution of discrepancies, under the supervision of the CFO.
- Performs monthly and annual inventory counts; reconciles inventory with accounting records and resolves discrepancies promptly.
- Submits monthly inventory and purchasing reconciliations to the CFO.

Warehousing/Expediting/Materials Handling/Receiving:

- Supervises day-to-day warehouse operations; mentors, coaches, and provides direction to the Warehouse Clerk/Expeditor to maximize efficiency and productivity.
- Accurately verifies packing lists and receipts to ensure all items conform to purchase orders and accounting requirements.
- Establishes and maintains appropriate stock levels; coordinates with Department Heads to ensure adequate materials are on hand.
- Performs and documents receiving, expediting, and inventory transactions using both paper and electronic systems, following established procedures.
- Coordinates with Administrative staff to identify and implement improvements to construction units.
- Ensures material lists are regularly updated; creates new inventory units as needed.
- Builds and maintains effective working relationships with BUECI crews, contractors, staff, and vendors.
- Establishes organized systems for storage, archiving, and identification of stock and equipment; maintains oversight of all inventory on and off site.
- Disassembles and processes returned or retired materials; restocks usable items and makes adjustments or repairs as needed.
- Maintain cleanliness and organization of the warehouse and surrounding grounds, including snow removal, loading, and unloading equipment.
- Issues and receives rubber goods for periodic testing in compliance with safety standards.
- Maintains detailed electronic and paper records of documents, purchase orders, receipts, and regular reports submitted to the CFO.
- Maintains, issues, and tracks tools and equipment used in the maintenance and construction of the Cooperative's electric and natural gas distribution systems.
- Oversees repair process for failed equipment, including proper storage, recordkeeping, and coordination of pickups, deliveries, and receipts (e.g., transformers, reclosers, regulators).
- Ensure proper storage, tracking, and disposal of hazardous materials in compliance with safety regulations.
- Participates in the ongoing development and execution of the Cooperative's Emergency Action Plan.
- Understands, communicates, and adheres to warehouse safety requirements related to forklifts, loaders, chemicals, and other materials.
- Ensures all work is performed in accordance with Cooperative safety rules and practices.

Custodian:

- Oversee day-to-day activities of custodial staff to ensure cleanliness and upkeep of Cooperative facilities.
- Reviews and approves timesheets; monitors attendance and scheduling to ensure adequate coverage.
- Assigns cleaning and maintenance tasks based on priorities and facility needs.
- Maintains inventory of cleaning supplies and equipment; ensures timely ordering and restocking as needed.
- Coordinates coverage during staff absences, vacations, or emergencies to maintain consistent service.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of logistical material handling and inventory management.
- Knowledge of purchasing and supply chain systems.
- Knowledge of Microsoft Office Suite applications.
- Knowledge of using personal computers.
- Knowledge of supply chain and logistics principles related to material handling, inventory control, and warehouse operations.
- Skill in operating warehouse machinery or equipment such as postage machine, handheld radio, forklift, flatbed, and loader.
- Ability to manage vendor relationships, including contract negotiations, performance evaluation, and sourcing.

- Ability to establish and maintain effective oral and written communications, and working relations with co-workers, other employees, and representatives for other outside establishments or cooperatives.
- Ability to lift up to 50 pounds regularly.
- Ability to perform basic arithmetic operations including addition, subtraction, multiplication, and division using whole numbers, fractions, and decimals.
- Ability to navigate the complete purchasing cycle, including initiating orders, coordinating shipments, tracking deliveries, and ensuring receipt of goods.
- Ability to generate detailed accounting and inventory reports for submission to the Chief Financial Officer.
- Strong organizational skills with attention to detail in submitting reports, maintaining records, and demonstrating expertise in purchasing, logistics, and supply chain management.

Education, Experience, Certifications, and License Required:

- High school diploma or equivalent
- Five years of experience in materials management, logistics, supply chain, and warehouse operations. (Preferably within a multi-utility environment (electric, natural gas, water.))
- Three years of supervisory experience.
- Valid Alaska driver's license with a satisfactory driving record.
- Must pass pre-employment drug screen and will be subject to random drug testing per DOT requirements.
- Must pass pre-hire physical examination.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to sit, climb, balance, stoop, kneel, crouch, and crawl.
- Communicate clearly by radio and phone.
- Ability 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 Environment:

Work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment varies from moderate to high.
- Occasionally works in outside weather conditions including extreme cold and darkness.
- 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.

This job description does not constitute a written or implied contract of employment. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. BUECI reserves the right to revise or change duties, responsibilities, and activities and may change at any time with or without notice.

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