



Barrow Utilities and Electric Cooperative, Inc.

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

Job Description

Job Title:	Warehouse Worker	Supervises:	Non-Supervisory
Division:	Warehouse & Purchasing	DOT Safety Sensitive:	No
Reports to:	Purchasing & Warehouse Manager	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	4	Salary	\$28.33 hourly DOE

Summary:

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

Under close supervision of the Purchasing & Warehouse Manager, the Warehouse Worker 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 Duties and Responsibilities:

The duties include but are not limited to the following:

- General Warehouse functions include maintaining an orderly warehouse with inventory.
- Responsible for performing and documenting receiving, expediting, stocking, materials inventory functions using established procedures and both paper and electronic methods.
- Distributes and picks up supplies, equipment, and mail; loads and unloads freight.
- Complete required paperwork, including shipping and receiving forms and delivery logs.
- 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.).
- 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.
- Perform 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 applications.
- Knowledge of using personal computers.
- Skill in operating warehouse machinery or equipment such as postage machine, handheld radio, forklift, flatbed, and loader.
- 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.

Education, Experience, Certifications, and License Required:

- High school diploma or equivalent
- Valid Alaska driver's license with a satisfactory driving record.
- One year of work-related experience in materials management, stocking, or warehouse environment.
- 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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