CENTRAL FLORIDA ELECTRIC COOPERATIVE

# Job Title Warehouse

Level Hourly/Union

Department Warehouse

Reports to Warehouse Manager

Updated August 3, 2022

This position is responsible for the day to day functions of the warehouse. Assists in maintaining the warehouse facilities and adjacent storage areas in an orderly manner to ensure efficient disbursement of materials and supplies. This position assists in requisitioning, receiving, storing and issuing of materials. The incumbent also assists in testing, assembling and repairing electrical equipment.

**Minimum Job Specifications**

High school graduate, GED or equivalency is required

Must possess or be able to acquire knowledge of RUS construction specifications and staking sheets

Must have basic computer skills in Microsoft applications

Must possess or be able to acquire knowledge of service order systems

Must possess and maintain a valid Florida driver’s license

Must possess or be able to obtain a forklift operator certification

Must possess or be able to obtain CPR and First Aid certifications

Must be able to communicate, both orally and written, with co-workers, contractors, and the general public

**Physical Requirements**

While performing the duties of this job, the employee is regularly required to do the following:

Stand for lengthy times

Walk across to various areas in the equipment area

Use hands and arms to handle, feel and reach

Occasionally climb, balance, stoop, kneel, crouch or crawl

Regularly lift and/or move items up to 50 pounds

Occasionally lift and/or move items up to 100 pounds

Vision abilities include close vision, distance vision, color vision, and to adjust focus

**Job Duties**

Unloads or assists in unloading shipments.

Inspects, counts, and verifies material received when delivered.

Fills out receiving reports on material.

Routes all paperwork through proper channels.

Assists in loading materials, supplies and equipment as required.

Issues materials for work orders and performs necessary paperwork.

Stores, arranges and/or maintains materials in bins, on shelves or other locations for easy accessibility.

Stores salvaged material to stock, resale or scrap.

Inventories pole yard, transformers, selected material items and other related equipment as required.

Perform physical inventories at least twice a year to ensure accuracy of material.

Tests, assembles and repairs various electrical equipment.

Cleans, tests, and repairs various tools, hoists and ground cables.

Operates forklift in loading and unloading materials, equipment and supplies.

Drives a company vehicle to deliver materials and/or supplies to a requested job site.

Inspects and operates vehicles as required by Cooperative policies and procedures.

Maintains and cleans warehouse, truck bays, and pole and special equipment areas.

Performs any other duties that may be assigned.

**Working Conditions**

Duties involve both inside and outside work with outside work being under various weather conditions, including adverse and inclement weather conditions. Some overtime may be required as determined by heavy workload or outages.

*The above duties are not intended to be all inclusive. The incumbent will be expected to perform other duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Statements are not intended to be construed as an exhaustive list of responsibilities, duties, or skills required. The scope and duties of this position may change or be temporarily altered based on the business needs of the Cooperative. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.*