

Poudre Valley Rural Electric Association, Inc.
Job Description

POSITION: Warehouse Helper
DEPARTMENT: Operations
REPORTS TO: Warehouse/Plant Maintenance Foreman
CLASSIFICATION: Full-time (Hourly, Non-exempt)

POSITION SUMMARY

To issue materials and receive returned materials used on the electric system; to maintain accurate material records; to maintain clean and safe equipment/materials storage areas, and assist in the maintenance of adequate materials to be used on the electric system, with or without reasonable accommodation.

ESSENTIAL JOB FUNCTIONS

- 1) Assist the Warehouse/Plant Maintenance Foreman in the efficient operation of the warehouse and yard storage areas, including materials being issued and returned with proper records maintenance of the same.
- 2) Assist in making up material-issue, return and credit tickets, and make proper postings. Disassemble retired material, recondition salvaged items and return to stock where practicable, and maintain related records.
- 3) Furnish necessary information to the Purchasing Coordinator for matching of purchase orders and receiving records; check purchase orders for inconsistencies and overall accuracy.
- 4) Maintain assigned standards for warehouse and pole yard housekeeping and appearance.
- 5) Receive and generate daily material sheets and assemble/issue the items necessary for construction and maintenance.
- 6) Assign and affix numbers to transformers as directed.
- 7) Receive all incoming shipments to warehouse or pole yard and record items received; deliver shipments to appropriate department or storage area.
- 8) Assist in the removal of snow from employee and public access to the building.
- 9) Assist in testing and record keeping of protective rubber gloves and insulated equipment.
- 10) Perform a variety of routine building repairs and upkeep as directed.
- 11) Work according to the safety rules and company policies, as adopted by PVREA and is responsible for own safety and reports all accidents in accordance with Association policies.
- 12) All PVREA employees are expected to support the strategic goals of the organization in accordance with the Associations' Strategic Plan.



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- 13) Interact with all departments of the Association as well as with members, the general public, other utility personnel, governmental agencies and equipment vendors in a kind and courteous manner.
- 14) Collaborate effectively and successfully with fellow employees to achieve department and company-wide goals and build a team-focused environment.
- 15) Assist in the emergency restoration of facilities during storm or general outages.
- 16) Regular and predictable attendance are essential functions of the position.
- 17) Perform other duties within his or her capabilities as directed by his or her supervisors.

JOB QUALIFICATIONS

Education and/or formal training needed: High school diploma or equivalent is required; forklift certification is required and must be obtained within 30 days of hire.

Experience needed: A minimum of six months of warehousing experience is preferred. Fork-lift operating experience preferred.

Knowledge, skill and abilities needed: Must be able to work effectively with employees and contractors while exercising proper accounting and control over supplies; must have the ability to work with numbers, accounting systems and procedures, implement inventory control measures, and use bar code system. A basic understanding of line construction materials is preferred.

Drug/Alcohol: A drug/alcohol test is administered to all job offer recipients, as well as a background check.

Physical: Upon receipt of a job offer, candidate must pass a physical examination, including a WorkSTEPS physical that verifies that he or she can perform the essential functions of the position.

Driving: Must possess a valid Colorado Driver's License and operate a company non-DOT vehicle.

Mental Demands: This employee must be able to work well with the public, Association members, and other Association employees. He/she needs to be able to remember what was done and schedule and prioritize future work, stay alert even when the work is repetitious, and work well with detail. He/she must be able to learn new procedures and equipment, and demonstrate flexibility in all areas. The job may occasionally require ingenuity, problem solving, analytic ability, auditory discrimination, writing ability and imagination. This job can be stressful at times; however, composure must be maintained at all times with members and co-workers.

Physical Demands: He/she must be capable of performing the Essential Job Functions of the position with or without reasonable accommodation.

- The Warehouse Helper spends approximately 15% of the day sitting at a desk and the remainder walking or operating vehicles (percentages will vary depending on the work to be accomplished).



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- He/she may be required to drive various types of vehicles, including forklifts, ATVs, pickups, small trucks, and snow removal equipment which requires awareness, alertness and physical dexterity.
- He/she will be receiving, storing, stocking, issuing and counting all manner of electric system materials and equipment which requires frequent climbing, balancing, stooping, kneeling, crouching, crawling and reaching.
- He/she may be required to move items that may weigh as much as 100 pounds.
- Talking and having a conversation is done frequently to express or exchange ideas by means of the spoken word, on an occasion these communications may take place in an area that may have background noise.
- Vision abilities required include close vision, distance vision and peripheral vision and the ability to identify and distinguish colors.

MATERIALS AND EQUIPMENT USED

Non-DOT vehicles, fork lifts, ATVs, snow removal equipment, hand tools and outside physical plant maintenance equipment; electrical test equipment including volt meters, amp meters, etc. General office equipment, including but not limited to, laptop and desktop computers, printers, telephones, radios, etc.

WORKING CONDITIONS

The Warehouse Helper spends about 50% of the time indoors or in a vehicle. The remainder of the time is spent outdoors in all kinds of weather. He/she must be able to tolerate direct sun, cold winds and other types of inclement weather. The noise level is estimated to be 50-90 decibels.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.