

Power Warehouse Supervisor

DEPT: Power
DIV:
DATE: July 2016

FLSA: Non-Exempt
EEOC: Para-Professional



POSITION SUMMARY

Performs a variety of **journey level duties** related to the receiving, stocking, and distribution of power department inventory supplies and materials.

SUPERVISION RECEIVED

Works under the general supervision of the Operations Manager.

SUPERVISION EXERCISED

May provide general supervision to part-time, seasonal or full time appointed workers performing routine stocking and inventory duties.

ESSENTIAL FUNCTIONS

Coordinates with department head and field supervisors to determine and plan project materials and equipment; works with suppliers and vendors, negotiates price breaks and determines order requirements; initiates and follows-up on orders to ensure timely delivery or pickup; reviews shipments received, verifies receipts, bills of lading, approves invoices for payment.

Manages the day to day warehousing, stocking, and inventory functions of the power department; operates warehouse facility; stocks and maintains supplies as ordered for power line construction and maintenance; coordinates interagency access to materials and equipment; assures proper restocking for materials issued or received through interagency cooperation. Prepares requests for bids, electrical materials and reviews bids.

Receives inventory shipments; examines supplies and materials received to verify accuracy according to shipping documents, purchase orders and related documents; determines quality of shipment, determines damage or other unsatisfactory conditions and accepts or rejects shipments.

Operates warehouse equipment such as fork lift; loads and stocks shelves and material pallets; operates trucks and vans as needed to distribute supplies as requested to power facilities, projects or worksites; makes regular scheduled pickups or deliveries.

Establishes inventory tracking system; develops or determines space allocations for various materials or products; monitors stock and availability to assure timely access to essential materials, parts, products and equipment.

Operates personal computer and related inventory software; inputs material specifications and products; establishes stocking objectives and needs; monitors stocking status and supply and determines reorder points and needs.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience

- A. Graduation from high school; plus one (1) year of post-high school training in inventory control methods and basic computer operations;

AND

- B. Three (3) years of experience performing above or related duties;

OR

- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of warehousing processes and procedures; shipping and receiving processes; operation of fork lift and related warehousing equipment; power lines and system components. **Some knowledge of** power system construction techniques, and methods related to above and underground power lines.

Ability to lift and carry moderately heavy loads (50-75 pounds); operate grounds equipment and power tools; establish and follow through on work priorities; make quality decisions in emergencies; communicate effectively, verbally and in writing; develop effective working relationships with subordinates, supervisor, fellow employees and the public.

3. Special Qualifications:

May be required to possess a valid Utah State commercial driver's license.

4. Work Environment:

Incumbents of the position perform normally in controlled physical environment. Tasks require variety of physical activities involving muscular strain, related to walking, standing, stooping, sitting, reaching and lifting. Essential functions require talking, hearing and seeing. Common and complex eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Regular travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)