Central Texas Electric Cooperative, Inc.

Position: Warehouse Specialist I

Reports to: Chief Financial Officer

FLSA Status: Non-exempt

Position Summary:

Responsible for inventory management including preparing requisitions, receiving, stocking and issuing all materials used for power line construction and maintenance.

Essential Duties and Responsibilities:

1. Performs all day-to-day operations of the warehouse in accordance with established procedures.
2. Prepare monthly requisition in order to maintain adequate inventory levels.
3. Receive shipments from vendors; unload and verify item and quantities received with those ordered.
4. Stock all items in warehouse and yard in an organized, efficient manner.
5. Prepare work order picking lists, pull materials and issue to crews (CTEC and contract). Issue maintenance items using JCT form.
6. Deliver materials to crews in the field when requested.
7. Receive returns and retirement and restock or discard depending on condition and use.
8. Input all material transactions in the computer system to maintain accurate inventory quantities.
9. Perform physical inventory upon request. Ensure accuracy of material counted.
10. Inspect and operate the forklift and other equipment needed to perform warehouse duties in a safe, proficient manner.
11. Work in other warehouses for training and when needed.
12. Maintain warehouse and yard in a clean, orderly manner that promotes efficiency and safe working conditions.
13. Responsible for compliance with the Cooperative's safety rules, safety policies, and safety procedures.
14. In addition to these responsibilities, may be assigned by the Warehouse Specialist III or Chief Financial Officer to perform other duties from time to time.

Education:

High school diploma or equivalency is required.

Experience:

One to three years experience in warehouse and inventory control is preferred. Experience in shipping, receiving, distributing, and storing of materials is preferred.

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Job Knowledge:

Must possess or be able to acquire knowledge of RUS construction specifications and OSHA Rules and Regulations. Must possess working knowledge of computers and Windows applications.

Abilities and Skills:

1. Must possess valid Texas driver license with good driving record.
2. Must possess or be able to obtain CPR and First Aid certification.
3. Must possess or be able to obtain knowledge for forklift operation certification.
4. Must be able to communicate in English, both in written and oral forms with the general public and co-workers.
5. Must be able to operate equipment including a forklift and other related equipment.
6. Must be able to lift 50 pounds or more, as necessary without external assistance of personnel or mechanical aids.
7. Must have sight to be able to see working conditions from a safety standpoint.
8. Must be able to effectively utilize a two-way radio to communicate duties and location.
9. Must be able to walk in uneven and difficult terrain.

Working Environment:

The work schedule will be performed both inside and outside each day. The individual must be willing to work in all adverse and inclement weather conditions. Overtime may be required at times of heavy workload or outages.