

# **Maquoketa Valley Electric Cooperative**

## **Job Description NRECA Job Code 19D**

<b>Job Title:</b>	<b>Warehouse Clerk</b>	<b>Prepared By:</b>	<b>Human Resources</b>
<b>Department:</b>	<b>Engineering</b>	<b>Prepared Date:</b>	<b>January 2018</b>
<b>Reports To:</b>	<b>Warehouse Coordinator</b>	<b>Approved By:</b>	
<b>FLSA Status:</b>	<b>Non-Exempt – Hourly</b>	<b>Approved Date:</b>	

### **SUMMARY**

The Warehouse Clerk assists the Warehouse Coordinator with various duties pertaining to the receiving, inventory, and work order fulfillment of materials in the MVEC warehouse. The Warehouse Clerk also has seasonal building and grounds duties, tests meters, and secures the MVEC campus area at the end of the workday.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended to describe the general nature and level of work being performed by the individual. They are not to be construed as an exhaustive list of all responsibilities. The Warehouse Clerk shall be required to perform any other duties assigned in order to fulfill the objective of the Cooperative.

- Assist with receiving materials
- Put materials away
- Pick materials for work orders in Anamosa and Peosta
- Deliver material to linemen/outposts that was forgotten or needed in an emergency
- Assist in loading trailers for large work orders
- Make trips to Cedar Rapids or other locations to pick up parts for Operations Dept.
- Empty the salvage or junk bins
- Assist in keeping the warehouse swept/clean
- Meter Testing
- Seasonal mowing and landscaping
- Locking gates/doors at the end of the day
- Setting alarms in warehouse and main building as needed

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform the activities listed in the job description. Must be able to operate assigned equipment. Must be able to operate a computer. Must be able to organize work to meet deadlines. Must be able to work with a

variety of people under differing circumstances. Position performs a variety of administrative tasks, which require a high degree of accuracy with attention to detail.

- Must be able to organize work to meet deadlines, set priorities and complete assignments with attention to detail and a high degree of accuracy
- Must be able to learn Cooperative work order system

#### **EDUCATION and/or EXPERIENCE**

High School Graduate or equivalent is required

1-2 years experience in a utility environment with exposure to line construction materials, material counting systems and inventory control is preferred.

#### **REQUIRED LICENSES OR CERTIFICATIONS**

A valid driver's license

#### **LANGUAGE SKILLS**

Ability to effectively present information and respond to questions from groups of managers, co-workers vendors and members.

#### **MATHEMATICAL SKILLS**

Basic math skills and proficiency with Microsoft Word

#### **REASONING ABILITY**

Ability to apply common sense understanding, and to carry out instructions furnished in written, oral, or diagram form; Ability to define problems, collect data, establish facts, and draw valid conclusions.

#### **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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to stand. The employee is required to walk. The employee will frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A combination of inside and outside work in all types of weather may be required. The employee will be working in a warehouse situation as well as field situations. The noise level is average to noisy. Overtime may be required.

### **INTERNAL RELATIONSHIPS**

**Operations Department:** Must work closely with the operations department to coordinate the materials picked with the work scheduled as well as communicate with the crews and outposts to ensure inventory levels are adequate.

### **EXTERNAL RELATIONSHIPS**

**Member-Consumers:** Advises and assists member-consumers in every way possible. Take advantage of the opportunity to obtain increased understanding and acceptance of cooperative objectives, policies, plans and programs.

**Vendors:** Receives and provides information and follow-up of materials ordered and received.

**Delivery Services:** Provides directions

**General Public:** Maintains friendly, cooperative relationships with the general public in the performance of responsibilities.