

POSITION TITLE: Warehouse Associate

REPORTS TO: Director of Purchasing and Warehouse

OBJECTIVES

- To efficiently receive and distribute materials from inventory and assist maintain inventory control in order to provide dependable service at the lowest optimum cost while ensuring the safety of fellow employees and the general public.
- To assist line crews, contractors and operations and engineering personnel by the proper receipt, storage and dispersal of material and supplies required in the construction and maintenance of electric overhead and underground distribution and transmission lines.
- To assist company personnel by the proper receipt, storage and dispersal of office and storm supplies required in the day to day functions of the company and during major storm events.
- To assist in maintenance of office building, warehouse, grounds and other facilities of the Cooperative.
- To assist with improvements to building and facilities which will preserve or increase their value and benefits to the Cooperative.

RESPONSIBILITIES AND DUTIES

Below is a list of typical duties for which the Warehouseman will be accountable/responsible. This list is not intended to include all responsibilities of this position but an outline of tasks indicative of the overall function of this job.

Responsibilities/duties for the Warehouseman position include, but are not limited to:

- Distribute material as defined on work orders, job orders, maintenance, sales, transfers and truck restocking in order to provide crews with material needed to perform their responsibilities;
- Gather material for jobs, load and unload trucks, sort material and maintain inventory documentation;
- Ensure proper use of assigned equipment such as a forklift, pallet jack, UTV, etc.;
- Ensure that materials are moved and stored in proper locations;
- Maintain the cleanliness, orderliness and safety of the warehouse and assigned equipment;

South River Electric Membership Corporation-Job Descriptions

Operations

- Complete paperwork and computer entries documenting receipts and distribution of material to properly account for material transactions;
- Close out and true up monthly jobs in order to complete a monthly physical inventory count;
- Make periodic cycle counts of material and supplies to maintain an appropriate inventory level and keep warehouse bins stocked with regularly used material;
- Cooperate with other warehouse personnel to transfer material and supplies as needed;
- Assist in the appearance and maintenance of building, lawns, landscaping and other assigned facilities as needed (for example: maintaining seasonal plantings, spraying chemicals to control insects, round up , etc.)
- Remain abreast of improvements/enhancements affecting assigned operations such as building specifications, chemical application guidelines, equipment specifications, material specifications, operating procedures, operational standards, etc.
- Must be able to report to Dunn or Fayetteville office locations;
- Provide assistance to other personnel and help maintain good departmental and company morale;
- Report problems and conditions promptly which warrant immediate resolution;
- Attend scheduled meetings and adhere to productivity, schedules, and deadlines;
- Complete annual personal and departmental goals assigned by management;
- Perform all duties in accordance with applicable safety standards and Cooperative policy manuals, as well as reporting to Supervisor hazardous conditions for the safety of the employees, consumers and general public;
- Perform all other related duties as assigned or necessary.

RELATIONSHIPS and CONTACTS

Provides and acquires information and assistance necessary to assure the achievement of goals by the department and the cooperative. Establishes and maintains including but not limited to the following contacts and relationships for the purpose of coordination and communication.

- Internal
 - Director of Purchasing and Warehouse
 - Make contacts to satisfactorily carry out the responsibilities of this position.

South River Electric Membership Corporation-Job Descriptions Operations

- External
 - Establish outside contacts to coordinate procurement and warehouse activities.

EDUCATION

High School education or equivalent.

EXPERIENCE

Past experience and/or training with inventory experience preferred, or equivalent combination of education and experience. Experience with a utility and understanding of cooperative operations is helpful.

JOB KNOWLEDGE

Must be able to develop a thorough knowledge of the tools, equipment, supplies, hardware and apparatus required for electric distribution and transmission construction, maintenance and service. Should be able to understand inventory control and storage principles. Must have full knowledge of the Cooperative's programs, processes, rules and regulations needed to effectively perform this job. Also, helpful to have progressive experience with a utility and a thorough understanding of a utility, specifically a cooperative.

ABILITIES AND SKILLS

- Basic knowledge of power line materials and their applications.
- Ability to communicate effectively with internal and external stakeholders.
- Strong decision-making and problem-solving skills, including the ability to handle diverse groups of people and multiple projects simultaneously.
- Proficiency in written and oral communication; ability to project a favorable image for the Cooperative.
- Ability to maintain confidentiality and demonstrate integrity in the performance of duties and responsibilities of the position.
- Basic computer skills and ability to operate a motorized vehicle independently.
- Must have neat and legible handwriting.
- Professional, dependable, punctual, courteous, positive, flexible, and self-motivated.
- Ability to adapt easily to change and work collaboratively as a team player.
- Must be able to operate a motorized vehicle without the assistance of another employee.
- Must be able to carry out assigned work in a timely manner with minimal supervision.

South River Electric Membership Corporation-Job Descriptions Operations

- Skilled in the safe use of hand held electrical tools and other machinery needed to successfully perform the job responsibilities of this position.

PHYSICAL REQUIREMENTS

- Must pass a physical examination and drug test upon employment.
- Must be able to lift and carry moderately heavy items and learn to safely operate hoisting equipment
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Must have the ability to perform the outside duties of this position during extreme adverse weather conditions (temperatures above 90 degrees and below 30 degrees F., rain, sleet, snow, sleet, high humidity, etc.)

QUALITIES AND ATTRIBUTES

Must be professional, dependable, punctual, courteous, have a positive attitude and be flexible. Must have personal integrity and be a team player. Must be self-motivated with a strong work ethic and an ability to adapt easily to change.

Special Requirements

- Must have North Carolina driver's license
- Must maintain an insurable driving record
- Must be able to operate a fork lift

Work Conditions

Work conditions for the Warehouseman job position include, but are not limited to:

- Works in the warehouse and storage yard under varying conditions.
- Must be available for callouts during emergency situations, day or night that may require extended work hours.

REMARKS

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. In order to ensure maximum flexibility and efficiency and encourage cross training additional functions and requirements may be assigned by a supervisor/manager as deemed appropriate. This document does not represent a contract of employment, and

South River Electric Membership Corporation-Job Descriptions
Operations

the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Approval Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Revised: October 24, 2013
August 15, 2018
November 21, 2019
September 23, 2024
November 13, 2025

Reviewed: February 18, 2021 (PFA)