



JOB DESCRIPTION

COMPANY: Newport Utilities Board

DATE REVISED: 04/2024

JOB TITLE: Warehouser

GRADE LEVEL 7 **Exempt** **Non-Exempt** X

REPORTS TO: Warehouse Supervisor

PURPOSE OF THE JOB:

The primary role of the Warehouser is to track inventory for electric, water, wastewater, and broadband materials, and to prepare equipment for shipping when repairs or replacements are required. Substantial computer use required with proficiency in Microsoft Office applications.

ESSENTIAL JOB DUTIES:

1. Responsible for compliance of all applicable safety, security, and environmental rules and regulations, and company policies and procedures related to the utility's material storage.
2. Scan and verify inventory material and enter new items in barcode system.
3. Unload materials from trucks either by hand or with fork lift.
4. Store materials in specified areas or bins as previously established.
5. Verify all deliveries against shipping orders and packing lists.
6. Assist with the loading of materials on service trucks when the use of a fork lift is required.
7. Gather materials on material lists for jobs from storage bins and stack on pallet.
8. Deliver materials and/or equipment to field crews (i.e., large trucks, transformers and hardware).
9. Data entry for material requisitioned, received and issued.
10. Acquire bids and quotes and place orders for inventory material and miscellaneous items.
11. Prepare various materials for shipping by packaging and labeling them appropriately.
12. Maintain cleanliness of warehouse area and surrounding property (i.e., sweep, organize, etc.)
13. Conduct annual inventory under the supervision of the Warehouse Supervisor.
14. Stockpile scrap materials for salvage.
15. Identify damaged, lost or missing merchandise and notify supervisor immediately.
16. Employee may have access to confidential information and is expected to ensure that confidentiality is maintained.
17. Must be able to work extended hours beyond normal shift, evenings, weekends, and holidays during emergencies.
18. Must be able to report to work for emergency purposes in 30 minutes or less.



19. Regular and Reliable Attendance
20. Subject to working overtime on short notice.

MARGINAL JOB DUTIES:

1. Operate digger truck.
2. Occasionally operate Backhoe to load gravel, cold mix, move wood and steel poles.
3. Assist line crews during emergency situations.
4. Relieve Systems Operator.
5. Other duties as assigned.

EDUCATION, EXPERIENCE, DEGREES, CERTIFICATES, OR LICENSES REQUIRED :

1. Associate Degree in Business or related field, or equivalent experience.
2. Proficiency in Microsoft Office applications.
3. Possess and maintain a valid Tennessee driver's license with CDL classification.
4. Must be insurable as a driver per NU's liability insurance provider requirements.
5. Possess a valid powered industrial truck (forklift) license.
6. Proficiency in utilizing bar coding systems a plus.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

1. Possess adequate reading ability to interpret information from invoices, material lists, truck inventory lists, written/printed information on maps, diagrams, and schematics, work orders, service improvement requests, and safety manuals.
2. Possess adequate written language ability to complete receiving reports, create service orders, manually create material lists, make notes, and provide written directions.
3. Possess adequate mathematical ability to count materials during inventory and when receiving goods (addition, subtraction, multiplication and division).
4. Possess adequate computer skills to key enter material usage, utilize outage reporting system (OMS) & AMI system, make service order sheets, review billing data, make inquiries on NU's mapping system, correspond via email, etc.
5. Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Access, Outlook).
6. Possess organizational, influencing, customer service, and problem-solving skills.
7. Possess leadership abilities and be able to work as a member of a team.
8. Detailed knowledge of NU's service territory and procurement policies preferred.
9. Regular and Reliable Attendance.



Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

During times of natural disasters, pandemics, or other unique situations, NU is generally designated as an essential business. All employees are expected to continue performing job duties and responsibilities consistent with essential business requirements as directed by management on a case-by-case basis. The nature of the utility business requires all employees to be prepared to report to work at a job site or an NU facility at any time in the event of an emergency consistent with applicable local, state, or federal law.

SIGNATURES:

Employee _____ **Supervisor** _____

Department V.P. _____ **Human Resources** _____

NEWPORT UTILITIES IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER