



JOB DESCRIPTION

COMPANY: Newport Utilities Board

DATE REVISED: 2/2023

JOB TITLE: Warehouse Supervisor

GRADE LEVEL 12

Exempt **Non-Exempt** X

REPORTS TO: Purchasing, Logistics, & Fleet Manager

PURPOSE OF THE JOB:

The primary role of the Warehouse Supervisor is to facilitate the acquisition, storage and issuance of utility materials and equipment to insure availability, organized storage and efficient distribution of stock and non-stock materials.

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. Supervise the layout and set up of the warehouse for the appropriate storage of goods and supplies
3. Responsible for scheduling and documenting required testing of PPE.
4. Responsible for upkeep of warehouse facilities and equipment.
5. Maintains an equipment structure and level to accomplish the warehouse and receiving mission in a safe, effective manner.
6. Provides appropriate equipment and racking to ensure the safe transport and storage of all materials.
7. Researches material handling equipment to ensure procurement of the most suitable equipment in terms of performance, safety, reliability and cost.
8. Ensures materials are stored properly to conserve space and comply with safety procedures.
9. Develops and recommends annual budget requirements for the warehouse.
10. Maintain inventory levels of stock and non-stock materials and construction related tools and equipment.
11. Coordinate with personnel in various departments to have sufficient materials in stock to complete jobs on schedule.
12. Assist in preparing warehouse budget.
13. Schedule for disposal of PCB's and light bulbs maintain appropriate records and documentation.
14. Assign jobs and supervise performance of warehouseman.
15. Unload materials from trucks either by hand or with fork lift.
16. Verify all deliveries against shipping orders and packing lists.
17. Assist with the loading of materials on service trucks when the use of a fork lift is required.
18. Gather materials on material lists for jobs from storage bins and stack on pallet.

19. Responsible for all aspects of barcoding: label creation, new users/vehicle identification, and troubleshooting.
20. Data entry for material requisitioned, received and issued.
21. Acquire bids and quotes and place orders for inventory material and miscellaneous items.
22. Prepare various materials for shipping by packaging and labeling them appropriately.
23. Conduct annual inventory in coordination with the Purchasing, Logistics & Fleet Manager.
24. Employee may have access to confidential information and is expected to ensure that confidentiality is maintained.
25. Must be able to work extended hours beyond normal shift, evenings, weekends, and holidays during emergencies.
26. Must be able to report to work for emergency purposes in 30 minutes or less.
27. Subject to working overtime on short notice.
28. Regular and Reliable attendance.

MARGINAL JOB DUTIES:

1. Take transformer oil samples.
2. Stockpile scrap materials for salvage.
3. Deliver materials and/or equipment to field crews (i.e., large trucks, transformers and hardware).
4. Store materials in specified areas or bins as previously established.
5. Maintain cleanliness of warehouse area.
6. Operate digger truck.
7. Assist line crews during emergency situations.
8. Serve as backup for certain purchasing duties in absence of Purchasing, Logistics, & Fleet Manager.
9. Relieve Systems Operator.
10. Other duties as assigned.

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 fill out 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 excellent computer skills to key enter material usage, utilize outage reporting system (OMS) & AMI system, make service order sheets, look up billing data, make inquiries on our mapping system, correspond via email, etc.
5. Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Access, Outlook).
6. Proficiency in Computerized Warehouse Management Software.
7. Possess organizational, influencing, customer service, and problem solving skills.

8. Possess leadership abilities and be able to work as a member of a team.
9. Possess ability to supervise and motivate subordinates.
10. Possess detailed knowledge of NU's service territory and procurement policies.
11. Regular and Reliable attendance.

REVIEW OF PHYSICAL DEMANDS:

1. Frequently lift and carry weights of up to 60 pounds (box of bolts and any or all other materials).
2. Push and pull lawn mower while cutting yard.
3. Constantly stand and walk to retrieve items from shelves as well as other areas of the warehouse and when loading and unloading trucks.
4. Climb and balance while ascending and descending movable steps to retrieve items from higher bays.
5. Stoop and crouch to retrieve items from lower shelves or bottom bins.
6. Occasionally twist in either direction while loading and unloading trucks and pallets.
7. Reach with arms extended in front, at shoulder level or higher, or reaching in a downward direction.
8. Possess sufficient verbal and auditory skills to converse with crews and warehouse staff.
9. Possess sufficient visual acuity to read printed material lists and packing slips.
10. Possess sufficient visual acuity to operate vehicles and visually locate items at a distance in the warehouse.
11. Perform repetitive movement with fingers in order to operate computer.

ENVIRONMENTAL HAZARDS:

1. Develop awareness of potential hazards of energized power lines and appropriate safety measures required to work on them.
2. Develop awareness of potential hazards of power tools, and power equipment and practice caution when using.
3. Develop awareness for potential hazards when using chemicals or being exposed to toxins (i.e., rust inhibitors, insect repellent, transformer oil, PCB's, herbicides and PVC glue).
4. Develop awareness of potential hazards associated with setting poles and hanging transformers, and take appropriate safety measures when required.
5. Develop awareness for potential extremes in noises when working around heavy equipment and chippers and take appropriate precautionary measures to protect hearing.
6. Develop a tolerance for frequent exposure to dust and exhaust fumes on construction sites and to fumes in warehouse from propane-fueled fork lift.
7. Develop awareness for the environmental hazards (i.e., venomous snakes and insects, vicious dogs, poisonous plants, steep slopes and rugged terrain) which affect construction personnel and take appropriate measures to eliminate or minimize such hazards.
8. Develop a tolerance for exposure to extremes in weather conditions especially those occurring in emergency situations (i.e., rain, snow, ice, sleet, high winds, and extremes in temperature).



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

1. Minimum A.S. degree in material management, inventory or commodity procurement, or equivalent experience.
2. Inventory management software experience preferred.
3. Experience of four to five years in the field of warehousing or logistics.
4. Possess or acquire a valid powered industrial truck (forklift) license.
5. Possess and maintain a valid Tennessee driver's license with CDL classification.
6. Must be insurable as a driver per NU's liability insurance provider requirements.

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