



**Empire Electric Association, Inc.**  
Job Description

**JOB TITLE: Warehouse Specialist – Part Time**

---

EXEMPT: No

SALARY LEVEL: \$24.69 – \$32.90

SHIFT: Varies

LOCATION: Cortez, CO

JOB CODE: 471

DIVISION: Production & Mtnce.

DEPARTMENT: Operations

REPORTS TO: Line Superintendent - Construction

PREPARED BY: Shawna McLaughlin

Wages as of:

DATE: 07/08/2024

APPROVED BY: Ken Tarr

DATE: 07/07/2024

---

**SUMMARY:**

Responsible for material accounting, receiving, storing, and issuing of materials by performing the following duties. Employee is normally directed by the Storekeeper but supervised by Line Superintendent - Construction.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. If other duties are assigned, employee shall have knowledge of area or be given training for other duty.

- Counts, sorts, and/or weighs incoming articles to verify receipt of items on packing lists.
- Examines stock to verify conformance to specifications.
- Stores articles in systematic method.
- Fills orders for material from stock.
- Disassembles returned and retired material to inventory units and restocks. Completes appropriate recordkeeping to ensure proper accounting.
- Responsible for accounting accuracy of physical material. Completes periodic checks of program quantities verses physical quantities. Verifies material entries to work orders, operations and maintenance functions, and other sources of material entries.
- Responsible for recommending delivery of material on an as needed basis.
- Responsible for installing company numbers and maintaining records for electrical equipment.
- Moves or transports material or supplies to other departments.
- Collects oil samples necessary for PCB compliance.
- Responsible for general housekeeping of warehouse and yard.
- Must live within the specified distance as described in the Production-Construction and Maintenance Agreement with IBEW, Local #111, AFL-CIO, Article 18 - Working Rules, Driving Distances.

**SUPERVISORY RESPONSIBILITIES:**

None

## **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

## **LANGUAGE SKILLS:**

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to management, salespersons, or other employees of the Cooperative.

## **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

## **REASONING ABILITY:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several variables in standardized situations.
- Ability to conceptualize the entire inventory process as it relates to all other functions of the company.

## **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid Colorado driver's license.
- Valid First Aid/CPR Card
- Valid OSHA forklift operator certification

## **OTHER SKILLS and ABILITIES:**

- Ability to operate a forklift to load, unload or move material in warehouse and material yard.
- Ability to use and comprehend computer entries for inventory program.
- PC-based computer skills with knowledge of database and spreadsheet programs is required.
- Working knowledge of RUS Accounting system required.

## **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 use hands to finger, handle, or feel objects, tools, or material and reach with hands and arms. The employee frequently is required to stand, walk, climb and balance. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and talk or hear.
- The employee must lift and/or move on a daily basis up to 50 pounds. May occasionally need to lift and/or move up to 65 pounds. Specific vision abilities required by this job include close vision, distance vision, and the 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.
- While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions. The employee is occasionally exposed to an environment with fumes or airborne particles, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate.

**THIS JOB DESCRIPTION IS NOT INTENDED TO BE ALL-INCLUSIVE. AN EMPLOYEE WILL ALSO PERFORM OTHER REASONABLY RELATED BUSINESS DUTIES AS ASSIGNED BY IMMEDIATE SUPERVISOR AND OTHER MANAGEMENT AS REQUIRED.**

**EMPIRE ELECTRIC ASSOCIATION, INC. RESERVES THE RIGHT TO REVISE OR CHANGE THE JOB RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.**