



Job Description

Position Title:	Warehouseman
Department:	Operations
Supervisor:	Purchasing and Facilities Manager
FLSA Status:	Non-exempt
Salary Grade:	Per CBA
Date Updated:	05/08/19 by Katie Pfitzer

A. Job Summary

The position is responsible for inventory control; handling of hazardous waste materials; providing job materials; day-to-day maintenance of warehouse and grounds.

B. Functions

Essential Functions:

- Responsible for receipt, recording, storing, dispensing of complete, high-value inventory.
- Operates equipment, including fork lift, crane truck, sweeper, four-wheeler, hoists, in a safe and efficient manner
- Assembles and provides materials for work orders on a daily basis; delivers materials to job site as needed.
- Uploads/downloads material usage daily. Track issue sheets and material flow.
- Prepares disposition of hazardous waste materials. Moves, stores and maintains records.
- Maintains workspace (including dock and warehouses) and District grounds in safe, clean, organized and efficient manner
- Attend and participate in trainings offered by the District including safety meetings
- Communicate in a professional, respectful and courteous manner with all employees, customers, the board of commissioners and others with whom we may work. Contribute to a successful work group and foster a team-oriented culture through positive interactions, active listening, meaningful collaborations and the constructive exchange of ideas designed to meet or exceed District strategic goals.
- Provide exceptional and measurable customer service to internal and external customers with timely and accurate responses to their inquiries and concerns. Exercise tact, courtesy and diplomacy when interacting with customers, contractors, vendors and others with whom we may work while enhancing the District's public image at all times. Respond to all inquiries for information respectfully without regard to the inquirer's position, status, or demographic and in a manner that conveys understanding, acceptance and support for District programs and objectives.
- Complete special projects and other duties as assigned to meet team, department and District goals while actively demonstrating accountability and responsibility for achieving desired outcomes and measurable results.

C. Qualifications

Knowledge/Skills/Abilities:

- Working knowledge of federal, state and local laws, rules, regulations, codes and/or statutes applicable to District and its provision of utility services.
- Ability, willingness and compliance to ensure safety by properly wearing personal protective equipment and staying current on all required certifications.
- Ability to exercise tact, courtesy, and diplomacy when interacting with internal and external customers, contractors, vendors and others with whom we may work to provide exceptional client service while enhancing the District's public image at all times.
- Strong interpersonal skills necessary to develop, establish and maintain effective, professional, collaborative and collegial working relationships with customers, other employees, contractors, vendors and others with whom we may work.
- Strong conflict resolution skills and demonstrated ability and competency to work with a diverse population of customers, contractors, vendors and co-workers of all ages, including people who may be aggressive, belligerent and/or hostile, confused and/or disoriented, or who may be suffering from a medical or physical impairment.
- Excellent oral and written communication skills necessary to communicate clearly and effectively with internal and external customers, vendors, contractors, and other diverse audiences while providing outstanding customer service. Demonstrated ability and competency to communicate clearly and concisely in both individual and group presentation settings.
- Strong technical, trouble-shooting, problem solving, research, organizational and analytical skills, combined with the ability to prioritize tasks and meet established deadlines. Ability to multitask is also essential while remaining flexible with changing priorities and deadlines.
- Sufficient mental acuity and sound reasoning abilities necessary to review, analyze, evaluate and interpret District policies, as well as federal and state regulations applicable to District operations.
- Well-reasoned decision making with a high attention to detail in actual work product, organization, planning, work flow and project prioritization to ensure tasks are completed efficiently and accurately.
- Naturally self-motivated, confident individual with ability to work independently and/or with limited direction, as well as cooperatively in a team environment, while consistently demonstrating collaborative, respectful and productive work habits.
- Highly ethical individual who applies ethical standards of behavior to daily work activities. Takes responsibility for actions and decisions and fosters a work environment where integrity is rewarded. Exercises discretion when involved in highly confidential and sensitive matters.
- Demonstrated ability and proficiency in using the English language in spoken and written form (including usage, spelling, grammar and punctuation), writing professional business letters and publications, and in preparing reports and related materials.
- Strong organizational office skills necessary for setting up files, creating documentation, record keeping and maintaining accurate District records.

- Demonstrated experience and competency operating and working effectively and efficiently with computers and other forms of office technology, electronic data, computer programs and software applications, especially Microsoft Word, Excel and Outlook.
- Demonstrated knowledge of inventory control methods
- Demonstrated ability to safely operate trucks, sweeper, forklift and crane; ability to operate mobile radio and computer

Required Experience, Education and Certifications:

- High school diploma or equivalent; and
- Current flagger's card or capability to earn and possess flagger's card; and
- Valid Washington State driver's license; and
- Current and active CDL: Class A

D. Availability, Physical Demands and Working Conditions

Availability and Accessibility

Due to (a) the nature and scope of the essential functions, (b) the importance of personal interactions between this position, employees, customers and other members of the public, and (c) the availability of job-related tools, equipment and resources at work, performance of the essential functions requires regular, consistent and on-site attendance while working independently and with others during our normal business hours.

Approximately 40 hours / week may be required to efficiently perform the job duties of this position. Your presence is also required at designated internal and external meetings. Employees in this position may be required to work a flexible work schedule as a condition of employment, including scheduled and unscheduled hours over 40. This is understood to mean that the hours of work may vary from day to day and include evenings and weekends. This position also requires availability and accessibility to respond to and address emergencies and critical situations outside of normal business operating hours in the evenings and during weekends.

All District non-exempt employees are expected to work varying amounts of either (a) unscheduled overtime during inclement weather and periods of high volume work; or (b) scheduled overtime required to accomplish special projects.

Physical Demands

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Receive, understand, evaluate and appropriately respond to communications and work-related forms, documents and other information from employees, the board of

commissioners, customers and members of the public using available technology, in person and in a public setting when necessary.

- Maintain professional and respectful communication style and steady work focus to ensure reactions and responses to both emergency and non-emergency situations, stress, ambiguity, frustration, disappointment, and disagreements serve as an example to others of appropriate workplace communications while contributing to a strong, harmonious team dynamic.
- Correspond, communicate and exchange information with other employees, customers, agencies, and other third parties with whom we work in-person, via telephone, virtually or by other electronic means using available technology during meetings, presentations, client calls or other situations in which business information may be shared, discussed, or exchanged.
- Provide intellectually sound and well-reasoned answers, recommendations and solutions to identified business problems, issues and/or questions. Efficiently and quickly analyze, process, manipulate, and accurately record extensive amounts of data (some of which is technical or complex in nature) and other information that serves as the basis for this position.
- Move to, from and within our building and across District-related property site locations, possibly for extended periods of time. Movement to, from and within property locations may occur during inclement weather, extreme temperatures, rain or snow, strong winds, and during low visibility and low light conditions (e.g., evening, early morning, fog, etc.).
- Remain alert and able to observe surrounding areas and conditions at all times to identify, recognize and respond to potential obstacles, safety concerns, hazards, threats, property conditions requiring attention, unauthorized and/or dangerous persons, and emergencies.
- Work for extended periods of time in a stationary position (possibly up to 60 minutes or more without an opportunity to substantially change position) while consistently grasping, moving and manipulating documents, office supplies, computer equipment, and other business tools and materials.
- Use and operate a personal computer, office equipment and other technology devices frequently and consistently throughout each day with skill, accuracy and independent judgment for the purpose of reviewing, analyzing, creating, transmitting, and presenting documents, data and other business-related information.
- Lift, transport and/or move up to approximately 100 lbs. occasionally and 50 lbs. on a regular basis in the performance of regular duties in the office and in the field. Frequently and consistently access confined spaces and/or areas that require physical positioning to access high and/or low spaces (e.g., possibly by bending, stooping, kneeling, crouching, reaching, stretching, or some other means of accessing the area). Frequently climb ladders and traverse stairwells and staircases.
- Report for work dressed in attire appropriate for the effective, efficient and productive performance of the duties and tasks assigned to you and in compliance with District's dress code and grooming standards.

Driving & Travel

- Drive a personal or District-owned vehicle on behalf of the District in the performance of duties that serve as the basis for this position.

- Report for work and/or work-related appointments outside the office as scheduled during morning, afternoon and evening hours, even when day light is limited or non-existent, and possibly during inclement weather when directed to do so.
- Some travel for training via traditional modes of transportation (including airline travel) over long distances, some of which may involve one or more night stays out of town, both within and outside the state of Washington.

Environmental Conditions

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

This position works in a variety of environments depending on the duties performed. Office-related work is primarily conducted in a temperature controlled office environment. Our office spaces include traditional office lighting (including fluorescent lighting), as well as shared office spaces and facilities that result in consistent and frequent noise (often louder than ambient noise), conversations among employees and customers, interruptions and other similar distractions.

This position also frequently works outside of the office at the assigned property location and/or other property locations. When working outside the office, this position may be exposed to all types of weather conditions, including temperature extremes, rain, snow and strong winds. Outdoor settings involve all types of property and site conditions, including open spaces, urban developments, flat and hilly terrain, stairwells and staircases, and other uneven surfaces that may present tripping hazards and/or other dangers that require diligence in observing and heeding site conditions to ensure safe working conditions.

The above is not meant to be all-inclusive and requirements may change according to the demands of this position.