



# Job Description

<b>Job Title:</b>	Warehouseperson I	<b>FLSA Status:</b>	Hourly Non-Exempt
<b>Reports to:</b>	Manager, Utility Services	<b>Hourly Wage:</b>	\$23.75 - \$25.00
<b>Section:</b>	Warehouse	<b>Revision:</b>	09/2023

## Job Purpose

The Warehouseperson I will assist the Supervisor and other departmental personnel with the daily operations of the warehouse. This position will perform shipping, receiving, stocking, spot counts and issuing tools and materials to personnel while maintaining the warehouse in a safe and orderly fashion.

## Essential Functions

1. Receive material and verify quantity and description of material delivered to the Cooperative.
2. Accurately place materials on shelves, racks or other designated storage areas in an orderly manner, keeping the warehouse organized at all times.
3. Assist with quarterly and annual inventory counts as listed on the cycle list. Ensure that inventory is at the established quantity levels.
4. Assist with maintenance and record keeping requirements for ground chains, hot sticks and rubber goods.
5. Issue and deliver materials to field crews.
6. Performs other duties as required and/or assigned.

## Competencies

### Organizational Competencies

- Communication
- Cooperation & Teamwork
- Customer/Member Focus
- Safety Orientation

### Job Competencies

- Organization
- Attention to Detail
- Adaptability/Flexibility
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## Minimum Qualifications

1. High School Diploma or equivalent.
2. A valid Arizona driver's license must be able to obtain a ADOT medical health card within 30 days of employment.
3. Forklift operator certification must be obtained within the probationary period.
4. Must have basic math, writing and computer skills.
5. Ability to work with minimal supervision and work irregular and/or overtime hours as needed.

## Preferred Qualifications

1. Previous experience within an electric utility.

## Physical Demands and Work Environment

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

This job primarily operates in a warehouse environment and on occasion construction sites. This role routinely uses standard office and equipment maintenance tools. This position includes exposure to environmental conditions (hot, cold, and inclement weather), fumes or airborne particles, running equipment, and loud noises. Lifting is required, must be able to bend and lift and carry up to 50 pounds.

Statements included in this job description are intended to describe the general nature and level of work performed by the employee(s) assigned to the job. The statements are not intended to be construed as an exhaustive list of responsibilities, duties and skills required. The employee(s) may be required to perform other duties as assigned.

<b>Direct Reports</b>
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List by job title any positions to be supervised by the incumbent.

NONE

**Trico Electric Cooperative, Inc.**  
**is an Equal Opportunity Provider and Employer**  
**M / F / VET / DISABLED and a Drug Free Workplace**

This job description has been approved by management:

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

By signing below, I understand the requirements and the essential functions of this position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_