



JOB DESCRIPTION

Job Title: Warehouse Associate

Department: Materials

Reports To: Warehouse Supervisor and Warehouse & Facilities Manager

FLSA Classification: Full time, Non-exempt

Revision Date: December 2024

I. Position Summary:

The Warehouse Associate is responsible for keeping the warehouse neat, clean and orderly. Assists Warehouse Supervisor in maintaining inventory control, loading and unloading trucks and counting. Assists with inventory receipts, charge outs and cycle counts in a Cloud based ERP system. Performs light building maintenance work.

II. Position Responsibilities: Essential

- Receives incoming goods, supplies, and parts checking that orders are 100% accurate and that they meet purchase order specifications.
- Special order items are to be delivered to appropriate department.
- Immediately notifies Warehouse Supervisor or the Warehouse & Facilities Manager of irregularities or missing items.
- Refuses all deliveries of materials not ordered, damaged or out of specifications.
- Stocks shelves and able to climb ladders carrying up to 50 pounds.
- Issues stock items to authorized personnel using barcode scanning equipment.
- Assists with cycle counts on a regular basis. Investigates any discrepancies to determine cause.
- Uses fork lift and other equipment to safely unload supplies and other large items.
- Keeps warehouse, dock areas and surrounding grounds clean and uncluttered.
- Assembles various items as required.
- Assists in running errands, picking up and delivering supplies.
- Works overtime when necessary or required.
- Assists materials manager with paper work, receiving reports and filing.
- Creates spreadsheets for various jobs.
- Monitors tank level system for stock levels and possible leaks in tanks.
- Assists in maintaining items for resale, such as scrap metal or other miscellaneous items to be sold.
- Performs maintenance work including changing lights, painting and repairing various items at the operations complex and other facilities.
- Performs some janitorial duties including mopping, washing windows, dusting, and cleaning.
- Assists other departments when requested.
- Prepares the facilities for meetings, picking up supplies, setting up and taking down tables and

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removing trash after events

- Wear necessary protective equipment and exercise extreme safety in tool, equipment and vehicle operations.
- Understand and observe all safety rules and regulations.
- Complete CPR and first aid courses and keep certificate current.

III. Position Responsibilities: Other

- Other duties as assigned.

IV. Essential Skills and Experience:

- Valid South Carolina Driver's License.
- Above average writing, mathematics and reading comprehension skills.
- Color distinguishing skills.
- Ability to use computer.
- Must be able to safely operate a forklift.
- Ability to lift up to 75 pounds with or without reasonable accommodations.
- Demonstrated customer service skills.
- Professional demeanor and good communication skills with the ability to work well with others in a fast-paced environment.
- Demonstrates strong organizational skills (record keeping, time management, follow up, etc.).
- Excellent attention to detail and sense of urgency, ability to prioritize with an emphasis on quality and accuracy of work.
- Strong interpersonal and customer service skills required.
- Ability to multi-task, prioritize and deal with interruptions while meeting timely deadlines.

V. Beneficial Skills and Experience:

- High School degree.
- 1 year warehouse experience.
- Ability to obtain commercial drivers' license.
- Forklift or heavy operators' license.
- Previous warehouse experience in the utilities industry.
- Additional computer skills training.
- Some college training or credits.

VI. Mental and Physical Demands (per ADA guidelines):

Physical Demands Lift/Carry

Stand - F (Frequently)

Walk - C (Constantly)

Sit - C (Constantly)

Handling - C (Constantly)

Reach Outward - C (Constantly)

Reach Above Shoulder - C (Constantly)

Climb - O (Occasionally)

Crawl - O (Occasionally)

Squat or Kneel - O (Occasionally)

Bend - F (Frequently)

Driving – C (Constantly)

Lifting

10 lbs or less - C (Constantly)

11-20 lbs - C (Constantly)

21-50 lbs - C (Constantly)

51-100 lbs - O (Occasionally)

Over 100 lbs - O (Occasionally)

Push/Pull

12 lbs or less - C (Constantly)

13-25 lbs - C (Constantly)

26-40 lbs - C (Constantly)

41-100 lbs - O (Occasionally)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Print Employee Name

Employee Signature

Date Signed

Print Manager/Supervisor Name

Manager/Supervisor Signature

Date Signed