



## WAREHOUSE CLERK

### Classification

Full-time; Hourly; Non-exempt

### Salary Grade/Level/Family/Range

6

### Reports to

Warehouse Supervisor

### Date

January 1, 2023

## JOB DESCRIPTION

### Summary/Objective

To efficiently receive and distribute material from inventory and assist with inventory control

To learn and gain a good working knowledge of reliable testing, calibration, and maintenance of meters and meter equipment

### Essential Functions

- Document all material transactions to assure accurate record of material retired and used.
- Complete paperwork and computer entries recording receipts and distribution of material to properly account for material transactions in accounting software.
- Supply the line crews with materials and supplies for work orders and service orders.
- Purchase and re-stock inventory items for work orders and line crews
- Assist crews and contractors with material needs when requested.
- Perform periodic and annual material inventory counts to assist with inventory control as needed or requested.
- Check material received against receiving slip/purchase order to ensure accuracy of shipment(s).
- Assist drivers loading/unloading transformers and other material with the use of a forklift when requested.
- Report hazardous conditions or needed maintenance to supervisor.
- Evaluate items for salvage, return or retire and restock as necessary.
- Assists in the testing and calibration of the Cooperative's meters, including any necessary cleaning, reconditioning and retrofitting.
- Installs wiring for CT and PT metering in accordance with directions.

- Sets and maintains single-phase and three-phase metering above 200 amps only under direct supervision.
- Wires sockets for single-phase and three-phase company mounted meters with increasing skill and proficiency.
- Assists operations department with line work as needed to restore power to consumers as quickly as possible.
- Maintain warehouse in an orderly fashion and store material in the proper place, free from hazards. Keep inside and outside storage areas neat and orderly at all times.
- Provide custodial services and grounds work for the warehouse and storage yards to provide a safe and orderly warehouse (including the office area, upon request).
- Participate in the Annual Meeting as required.
- Weigh, measure and convert materials.

### **Competencies**

1. Communication proficiency
2. Organizational skills
3. Mathematical skills
4. Technical capacity
5. Thoroughness
6. Time management

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Work Environment**

This position works in a warehouse setting, with some outdoor exposure during the workday. Exposure to varying temperature conditions including cold below 32 degrees and heat above 100 degrees.

Some heavy lifting required. Lifting and reaching above shoulders required.

Considerable time spent working while standing on concrete floors.

This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines, and standard warehouse equipment such as forklifts, hand trucks, box cutters and tape dispensers.

Exposure to mechanical hazards and machinery. Safety equipment required.

Irregular hours including nights, weekends, and holidays. Some overtime may be required. May be required to be on-call after hours.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move objects up to 10 pounds, frequently lift and/or move objects up to 50 pounds, and occasionally lift and/or move objects that weigh more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Position Type/Expected Hours of Work**

This is a full-time position. Days and hours of work are as described in the Broad River Electric Cooperative Employee Handbook, plus planned and unplanned over-time hours including weekends.

### **Travel**

Travel is primarily local during the business day.

### **Required Education and Experience**

- Requires high school diploma or equivalent.
- Must have basic computer, some technical, and good math skills.
- Ability to operate a forklift.
- Willing to attend courses related to area of work.

### **Equipment Operated**

Must be able to operate assigned equipment.

### **Additional Eligibility Qualifications**

Must have a valid South Carolina Driver's license. Must be eligible to be and remain insured as a driver by the Cooperative's group liability policy for the automotive fleet.

**All employment provisions are subject to BREC policies and South Carolina Law.**

### **Other Duties**

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 their job. Duties, responsibilities, and activities may change at any time with or without notice. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.