Position Title: Warehouse Coordinator/Work Order Clerk
Reports To: Line Superintendent (Direct)
            Manager of Finance and Administration (Indirect)
Supervises: None
Department: Operations
Date Issued/Revised: May 2019

POSITION PURPOSE

Receive, store and issue line materials, equipment, merchandise, tools and safety equipment. Assist with purchasing activities. Perform certain facilities maintenance duties. Perform work order processes.

RESPONSIBILITIES AND DUTIES

* 1. Receive line materials, equipment, merchandise, tools and safety equipment for the cooperative. Check in merchandise, matching purchase orders and packing slips to materials and equipment received. Examine for accuracy and damage. Use forklift to assist drivers with unloading material when requested. Assist with the unloading of pole shipments. Pick up materials and supplies from local suppliers when necessary.

* 2. Sort and store line materials, equipment, merchandise, tools and safety equipment in the cooperative’s warehouse, cold storage building and yard. Organize storage and work areas, maintaining efficient placement and organization of materials and equipment. Mark materials with identifying information as appropriate.

* 3. Issue line materials, equipment, merchandise, tools and safety equipment from the cooperative’s stockroom, warehouse, cold storage building and yard per requisitions, work orders and requests. Deliver material to the field when requested.

* 4. Maintain paper and electronic records documenting receipt and distribution of materials and equipment including material transactions for work/service orders. Maintain inventory records, and records for materials that are retired or salvaged. Record and maintain gas pump readings and balances.

* 5. Perform periodic and annual inventory of materials and equipment. Assist the line superintendent with maintaining an adequate inventory of materials in stock to achieve a high inventory turnover ratio. Retire work order materials, dismantle and properly store salvaged materials, and coordinate the sale of “junk” material by getting bids from potential buyers. Coordinate the pickup of transformers for repair or sale.

* 6. Coordinate purchasing activities including processing requisitions, preparing material quotation requests, evaluating quotations and completing the purchasing paperwork for material supplies and other items as needed to assure that supplies are received in the appropriate quantity and quality and in appropriate time for required use. Obtain quotes and order fuel shipments.
* 7. Coordinate material returns, warranty claims, material shipping problems, backorders, material test report records and payment approvals for material orders to expedite material delivery and use.

* 8. Perform shipping activities including preparing packages for shipping, selecting efficient shipping methods, and coordinating logistics.

* 9. Administer the high-efficiency water heater program by purchasing, receiving and maintaining water heater and parts inventory, processing warranty claims, providing load management receiver and installation paperwork and inspecting load management receiver installation for rebate.

* 10. Prepare and process the required documentation to monitor polychlorinated biphenyl (PCB) testing. Perform PCB testing, as necessary, on transformers that have been removed from service.

* 11. Perform facility maintenance duties including cleaning warehouse floors, washing cooperative vehicles, and maintaining physical plant and grounds at the headquarters building including snow removal and yard maintenance. Conduct monthly checks of fire extinguishers and defibrillators in cooperative buildings. Maintain and operate the standby generator on a scheduled basis. Schedule the proper maintenance and inspections for all vehicles, forklift and equipment.

* 12. Perform customer service functions for employees, other departments, members, vendors, and other individuals. Provide information and assistance, and research problems and initiate problem resolution. Interact in person, on the phone, and through written correspondence.

* 13. Coordinate and maintain work order records. Maintain and ensure the integrity of the data in the work order system by recording data and auditing transactions for accounting accuracy and to assess accuracy, completeness and conformance to standards defined within the department. Monitor work order progress, interacting with the operations department as needed.

* 14. Assist Billing Department, when needed, with meter reading and collection and disconnection of past due accounts.

* 15. Stay abreast of the rural electric industry and cooperative goals and objectives. Maintain skills by attending training and conferences and reviewing publications.

* Essential Functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
JOB CRITERIA

Education and Experience

Knowledge is typically acquired through a high school education or GED, and an associate's degree in business, accounting, economics or related field from a vocational or technical school or a community college. Purchasing, warehouse, inventory, or materials management experience preferred. A Valid Class A Minnesota Commercial Driver's License is required.

Job Knowledge


Skills and Abilities

Ability to operate a personal computer and related software. Business writing, editing, and proofreading skills. Ability to collect data and compose reports. Ability to organize information and maintain files. Ability to effectively respond to questions from managers, employees, and vendors. Ability to transmit and discuss technical information in person and by phone. Ability to plan and organize work, handle multiple priorities and work with minimal supervision. Ability to operate a forklift. Ability to develop effective working relationships with supervisors, co-workers, and vendors. Must be able to represent the cooperative in a positive and professional manner.

Working Conditions

Occasionally works outdoors with moderate physical exertion in addition to normal office working conditions which requires frequent sitting, standing, walking, bending, reaching, and using keyboard/computer occasionally. Work outside of regular business hours may be required on an occasional basis. Medium work requiring exertion of up to 50 pounds of force occasionally and/or up to 20 pounds of force more frequently. Lifting and carrying of 10 to 50 pounds occasionally. Works on ladders and uneven terrain. Some exposure to odors, dust, and dirt. Safety equipment required. The employee is occasionally exposed to a fumes associated with cleaning products and chemicals for lawn maintenance.

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities and job criteria may change as needs evolve.