

DICKSON ELECTRIC SYSTEM

Job Description and Specifications

JOB TITLE: Warehouse Agent

DEPARTMENT: Purchasing Department

REPORTS TO: Purchasing Manager

FLSA STATUS: Non-Exempt

PREPARED DATE: April 2021

PURPOSE: The purpose of the Warehouse Agent is to perform all warehouse duties and maintenance duties at DES building and yard.

ESSENTIAL FUNCTIONS:

Check work orders and lay out materials for jobs.

- Put jobs in cages and have stock ready for linemen to take to job site.
- Deliver extra materials/supplies to job sites when needed.
- Pull supplies for Linemen contractors and help with paperwork.

Maintain warehouse and inventory.

- Check stock loaded and unloaded off freight trucks to ensure that inventory ordered is received and that all invoices are correct.
- Keep inventory organized for efficient distribution.
- Maintain a running check on inventory and keep accurate and organized records.
- Maintain warehouse and company yard in safe and orderly condition.

Ensure that all safety equipment is available and in proper working order.

- Work with linemen to ascertain needed safety equipment.
- Change out all rubber goods and maintain schedule to ensure that all rubber goods and safety equipment is within OSHA and DES safety standards and guidelines and provide log to Warehouse Manager.
- Check fire extinguishers monthly.
- Maintain restock materials for first aid kits.

Perform building maintenance.

- Help with contracted upgrades to building or property as needed.
- Work with all departments to maintain building and premises in safe condition.
- Do minor repairs to building lights, plugs, switches, gates, furniture, roof, doors, cables, etc.

Take in jobs from linemen, check work orders, determine if returned stock is save or junk and handle appropriately.

Perform company vehicle and equipment maintenance.

- Install toolboxes and lights on trucks as needed.
- Build outrigger pads for line trucks.

- Rebuild flashlights and spotlights and other linemen tools as needed.
- Break down old equipment and recycle.
- Transport scrap metal to recycling facility.

Keep maintenance reports.

- Keep hour and maintenance report on forklifts daily.
- Pull mileage reports on warehouse vehicles monthly.

Rebuild streetlights as needed, changing ballasts, voltage, etc.

Pick up plant supplies as needed.

Reasonably regular and reliable attendance.

Other duties as assigned.

EDUCATION and/or EXPERIENCE:

High School Diploma/ GED with one (1) to two (2) years' experience in maintenance or related field

SPECIAL SKILLS, AND ABILITIES:

1. Must be able to operate light and heavy equipment.
2. Must be in good physical condition and health with sufficient physical strength and ability to perform heavy manual tasks relating to movement of electrical utility equipment.
3. Ability to effectively communicate with customers, other employees of DES and the general public.
4. Must be willing and able to follow OSHA, TOSHA and DES safety regulations and policies.
5. Must be able to work independently or as part of a team and relate well with co-workers.
6. Must believe in, be sympathetic with, be interested in furthering the public understanding and acceptance of the utility's objective and be customer service oriented at all times.
7. Must have the highest degree of integrity, honesty, pleasant disposition, dependability and tact, and must treat all DES employees with dignity and respect. Must be able to maintain composure during difficult situations to discuss and resolve issues and maintain open communications to achieve DES goals and objectives.
8. Must be willing to work with all employees in the best interest of the utility and to accept changes in work programs and patterns to keep pace with changing times.

PHYSICAL REQUIREMENTS:

1. Must be in good physical condition and health with sufficient physical strength and ability to lift and move up to 60 pounds.
2. Must be able to work at least 8 hours or more in emergency situations, bending, lifting, or climbing.
3. Must be able to follow safe and efficient work practices.

LICENSE AND CERTIFICATIONS:

1. Must possess at the time of employment a valid Class D Driver License allowing legal operation of a motor vehicle in Tennessee. Maintaining the Class D or equivalent license is a continuing condition of employment.
2. Must maintain at the time of employment or obtain at a time designated by DES, a valid certification of proficiency in adult CPR, first aid, and AED.

STATEMENT ON POSITION:

This job description and specification is to give the applicant a reasonable expectation of the requirements and responsibilities of the job. It in no way infers that the person will be limited only to the requirements stated. Anything deemed necessary by Management will become an integral part of the job.