



Warehouse Coordinator

Qualifications

- High school or vocational school graduate or have satisfactorily completed the General Education Development (GED).
- Previous custodial or building maintenance experience desirable.
- Must have experience in the use and operation of various small hand tools and making minor repairs to vehicles.
- Experience in the operation of a forklift is desirable.
- Experience in the electrical field/linework material is desirable.
- Must have obtained or be able to obtain a valid CDL driver's license, Class A preferred.

Job Responsibilities

Within the limits of established policies, procedures and budgets, assumes responsibility and has commensurate authority as delegated by the Director of Operations for the following functions:

- Performs custodial and maintenance functions which involve the cleaning and keeping in an orderly condition the warehouse and associated material.
- Provides maintenance functions to the outside areas of the facilities.
- Maintains and makes minor repairs and adjustments to facilities, its equipment and devices.
- Services and makes minor repairs and adjustments to vehicles.
- Packs, weighs, marks and loads material to be shipped or sold and unloads, unpacks and verifies material received and puts it in the proper place.
- Provides retail services of material and appliances to customers.
- Determines and requisitions tools and supplies, with the approval of immediate supervisor, that are required to function in the position.
- Assists in record-keeping functions and labels transformers and meters.
- Overtime may be required to complete the duties as directed. Assistance will be expected during major outages.

- Subject to random drug and alcohol testing consistent with DOT regulation and North Western Electric policies.
- Performs such other duties as directed by the Director of Operations.

Job Reporting

- Reports to the Director of Operations.

Skills and Abilities

- Must be able to write neatly, apply simple mathematics, read and interpret written instructions.
- Must be able to communicate using telephone and 2-way radio according to Cooperative and F.C.C. rules and regulations.
- Must be able and have the initiative to work without close supervision.
- Skilled in improvising, making repairs to premises, and minor vehicle maintenance.

Core Competencies

- Must be supportive of Cooperative business concepts and principles.
- Must be of high integrity, dependable and professional.
- Punctual and conscientious about work hours and perform overtime when requested. Communicate with supervisor when unable to work at the appointed time.
- Accept responsibility for the duties of your position. Work diligently toward complete accurate work assignments.
- Develop the necessary skills and knowledge to perform the position's duties. Attend meetings and seminars as directed.
- Continually develop and recommend more efficient and effective ways of carrying out the duties and responsibilities of the position.
- Review and abide by established policies and procedures of the Cooperative.
- Must have a high regard for their own safety and that of others. Promote safety in every activity and attend scheduled safety meetings as directed. Become familiar with and abide by the NWEK safety rules and procedures.
- Must desire to work as part of a team and contribute to the high morale in the organization. Promote teamwork through communication and cooperation. Professionally treat co-workers and consider the opinions and personal needs of others.

- Accept and adapt positively to changes in your position and within the Cooperative. Develop a commitment to accept ongoing change.
- Be a positive influence within and outside the Cooperative.
- Support the Cooperative’s mission by staying current with information to cultivate and positively project the Cooperative’s philosophy.

Physical Demands Required to Perform Duties

<i>PHYSICAL DEMANDS</i>	<i>FREQUENCY EXAMPLES</i>
Standing	Frequently
Walking	Frequently
Sitting	Frequently
Lifting, Carrying	Occasionally
Twisting, Pushing, Pulling	Occasionally
Climbing, Balancing	Occasionally
Kneeling, Crawling	Occasionally
Talking	Frequently
Hearing	Frequently
Communication	Frequently
Visual Ability	Frequently
Bending	Frequently
Gripping, Grasping	Occasionally
Other Physical Demands	Frequently