

CHICKASAW ELECTRIC COOPERATIVE  
JOB DESCRIPTION

# WAREHOUSEMAN (Material Handler)

## I. Job Summary

Receives, examines, issues, stores, loads, and unloads materials, supplies, and equipment. Ensures an adequate supply of warehouse stock.

## II. Duties and Responsibilities

Essential duties and responsibilities include those listed below and may be supplemented, as necessary. Reasonable accommodations may be made in accordance with the Americans with Disabilities Act (ADA). Other duties may be assigned, as indicated below.

1. Receives, unpacks and issues materials, supplies, and equipment upon receipt of proper documentation.
2. Counts and examines incoming materials, supplies, and equipment to ensure compliance with specifications and amounts stipulated in purchase orders.
3. Loads unloads, and stores incoming and outgoing materials, supplies, and equipment; moves materials, supplies, and equipment, as directed, with truck or forklift.
4. Delivers material and supplies to the job site as required.
5. Takes inventory of stock and performs cycle counts to maintain inventory control.
6. Counts, weigh, and packages items to be stocked, loaded, and/or unloaded.
7. Prepares material tickets.
8. Notifies appropriate personnel of material defects and/or shortages.
9. Performs various housekeeping duties to maintain the warehouse and grounds.
10. Operates utility vehicle, forklift, and crane in handling materials.
11. Follows all applicable safety rules, procedures, and practices.
12. Works planned and emergency overtime on a 24/7 basis, as required.
13. Performs other duties as assigned.

## III. Qualifications

High School Diploma or General Educational Development (GED); basic math skills and ability to read and understand written communications and instructions and to complete basic paperwork. Basic computer skills including word, excel, e-mail, and the internet. Ability to operate material handling equipment, including forklift, in accordance with safety and other standards within time frame determined upon entry into position. Must be able to lift 50 pounds. Effective communication (oral and written). Commitment to safety in all aspects of the job. Valid Class A Commercial Driver's License required.

## IV. Work Environment

The following are representative of the environmental conditions in which an employee works while performing the essential functions of this job.

The work is performed inside under normal warehouse conditions and outside under varying conditions. Talking and hearing are necessary in communicating with others. Mobility to and from various work areas and external facilities is required. Physical activities include sitting, walking on varying terrains, bending, crouching, kneeling, reaching, standing, pushing, pulling, stooping, grasping, and carrying and lifting heavy objects. Physical stamina is required. Work is performed in proximity of material loading and hauling equipment. The noise level is normal for a warehouse work environment and varies when working outside or at external facilities. Effective vision (near and far) is required.