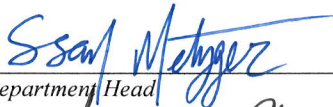
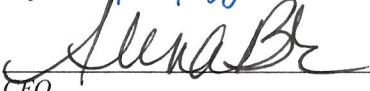
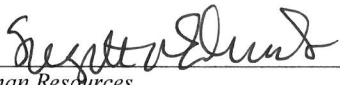


# CENTRAL NEW MEXICO ELECTRIC COOPERATIVE, INC.

## POSITION DESCRIPTION

<b>JOB TITLE: Warehouseman</b>	<b>FLSA STATUS: Non-Exempt</b>
<b>REPORTS TO: Purchasing Agent</b>	<b>Bargaining Unit Position</b>
<b>DEPARTMENT: Accounting</b>	<b>LOCATION: Moriarty</b>
<b>APPROVED BY:</b> <u></u> <i>Department Head</i>	<u>1/27/2025</u> <i>Date</i>
<u></u> <i>CEO</i>	<u>1/27/2025</u> <i>Date</i>
<u></u> <i>Human Resources</i>	<u>1/27/2025</u> <i>Date</i>

### **Job Summary**

Responsible for performing warehouse and inventory tasks, including shipping, receiving, storing, issuing and delivery of material and reporting of inventory transactions. This position is responsible for working with all levels of personnel, vendors, freight handlers and members to ensure timely and accurate receipt and issue of materials and supplies.

### **Essential Duties and Responsibilities**

- Unload or assist in unloading shipments.
- Inspect material received when delivered; verify and count material received; fill out receiving reports on material and enter data utilizing the computerized software and PC; number each transformer received and enter the nameplate data utilizing the computerized software and PC; and route all paperwork to proper channels.
- Take inventory of supplies to ensure that materials are available in sufficient quantity and quality to enable the Cooperative personnel to render efficient and prompt service to the members.
- Assemble and issue materials as required by Cooperative personnel.
- Complete and process necessary forms to record inventory transactions on the computerized inventory and bar code system. These include pick list issues, credits, and retirements.
- Assemble, account for, and deliver materials to construction sites, field crews, members or storage sites as required.
- Shipping materials, returns, etc. as needed.
- Ensure standards of safety are in place and followed for all tasks to include equipment use, material storage and building security.
- Conduct material counts for inventory to include identification counting and record keeping on the computerized inventory and bar code system.
- General maintenance and upkeep of the warehouse, yard, office, and surrounding areas to ensure easy accessibility of materials and supplies. Tasks include keeping yard organized and free of weeds/trash.
- Employee is expected to perform all tasks accurately and safely.
- Performs other miscellaneous job duties as assigned.

### **Minimum Qualifications**

- A high school diploma or GED is required. Experience in shipping, receiving and inventory a plus. Must possess and maintain a valid New Mexico CDL Class A license. Basic skills and abilities operating a personal computer using Microsoft Windows and Microsoft Office Suite applications to include Outlook, Excel, and Word.

### **Knowledge, Skills and Abilities**

- Ability to use some heavy equipment and light machinery.
- Must have some knowledge of identifying different types of material used on jobs.
- Some electrical knowledge is needed.
- Must have knowledge of shipping and receiving procedures.
- Must be able to communicate with other employees and deal with diverse groups of people to solve problems.
- Must have ability to take directions on a variety of projects simultaneously and meet established deadlines.
- Must have the ability to project a favorable image for the Cooperative.

### **Working Conditions and Physical Effort**

Work is varied and a person in this position has sufficient time to complete most tasks with varied degrees of pressure. There are opportunities to relax from physical exertion or to change position in work activities.

**Physical Effort and Dexterity:** Frequent physical activity to include: sitting, standing, walking, climbing, stooping, bending, reaching, crawling, lifting and carrying materials, equipment and office supplies over 50 pounds.

**Machines, Tools and Equipment:** Capable of operating a forklift, commercial vehicles, a personal computer, calculator, printer, copy machine, fax, telephone, and any other required warehouse and office equipment.

**Visual Acuity, Hearing and Speaking:** Comfortable in speaking on the telephone and the radio. Must be able to communicate clearly and accurately for work and safety compliance.

**Environment/Working Conditions:** Work is performed indoors and outdoors and with possible adverse weather conditions. Normal office and industrial safety precautions and practices are required. Position may require travel from time to time. The regular work schedule will follow scheduled office hours with occasional overtime as required.

*Note: The preceding statements describe the general nature and level of work performed by the individual assigned to this position. This is not an exhaustive list of all duties, responsibilities and skills required of this position. Nothing in this job description restricts management's right to assign or reassign duties, tasks, and responsibilities to this job at any time.*