

POSITION DESCRIPTION

- A. Position: Warehouse Supervisor
- B. Position Function:
1. Responsible for material procurement and inventory management.
- C. Position Relationships:
1. Reports to: Manager of Distribution Engineering
 2. Responsible for: Warehouse Assistant
- D. Duties and Responsibilities:
1. Supervises warehouse personnel's daily activities to achieve desired performance goals.
 2. Distributes materials as defined on work orders, maintenance, truck restocking and sales.
 3. Keeps current on all RUS material specifications.
 4. Responsible for controlling all CVEC material inventory held at the headquarters facility until construction personnel is issued materials and take possession of such materials.
 5. Directs and manages the Purchasing function. Responsible for purchasing materials and services consistent with quality, quantity, and specification requirements of user departments. Responsible for purchasing and maintaining an adequate supply of material and equipment for the administrative department and building and yard maintenance.
 6. Directs annual material physical inventory and cycle-counting physical stock to assist with inventory control.
 7. In coordination with the Manager of Distribution Engineering with respect to upcoming projects, the Warehouse Supervisor is responsible for maintaining adequate material levels.
 8. Develop material bid documents and evaluate the service level of vendors with an absolute focus on ethically protecting the interests of CVEC.
 9. Completes paperwork and computer entries properly documenting the ordering, receiving and distributing of materials.
 10. Accurately receives, records, unloads and stores material items. Alert the Manager of Finance and the Manager of Distribution Engineering of discrepancies between the purchase order and material received and any damaged material to assure proper receipt and returns.
 11. Prepares packages for shipping to assist in timely delivery and receipt of needed items.
 12. Distributes received packages.

13. Participates as an active team member in the following ways: attends meetings, shows respect for team members and encourages feedback, assists in accomplishing team goals and objectives, and contributes insight and opinions.
14. **This list of responsibilities is not intended to be all-inclusive and may be expanded to include other duties Management or Staff deems necessary.**

E. Internal Relationships:

1. Manager of Distribution Engineering
Works under the authority and guidance of the Manager of Distribution Engineering.
2. Manager of Finance and Line Superintendent
Requests and accepts advice and assistance and confers in operational issues. Provides advice, assistance and information on material-related issues.
3. Warehouse Assistant
Provides supervision, training, information and advice to warehouse assistants. Provides oversight into job expectations and performance objectives in all warehouse functions.

F. Reporting Relationships:

Although the Warehouse Supervisor may delegate portions of responsibilities, no portion of accountability for results may be delegated or relinquished. In addition to the direct supervisory authority of this position, the Warehouse Supervisor may retain functional control over specific projects or areas of responsibility as specified in this position description or otherwise delegated by the Manager of Distribution Engineering.

G. Position Requirements:

1. Must possess strong computer skills and the ability to learn new computer programs. Working knowledge of Excel, Word, Access and similar programs is required. Must be able to learn computer programs used by CVEC, including NISC and material management software.
2. Skills and knowledge generally acquired through a high school diploma plus a four (4) year bachelor's degree in a related field preferred. Extensive experience may replace a degree.
3. Must possess strong mathematics aptitude.
4. General knowledge of electric utility operations is highly beneficial.
5. Must effectively read and follow operations and safety manuals.
6. Must be able to follow directions and work with other cooperative personnel as assigned.

7. Must be able to communicate with cooperative personnel and others to solve problems as required, both verbally and written.
8. Must be able to attend work on a regular and predictable basis. Work is regularly scheduled Monday through Friday.
9. Must be able to perform this position's essential functions and elements competently following an initial orientation period.
10. Must possess sound judgment skills as the work may be varied with complex problems and defined methods and procedures.
11. Must be able to weigh and measure materials accurately.
12. Must be trained to safely operate equipment such as forklifts and all-terrain vehicles.
13. Must be a team player.
14. Must possess a high level of integrity.
15. Must be honest and trustworthy.
16. Must be courteous, friendly and able to work well within diverse groups of people.
17. Must be able to gain and maintain the respect of others, both inside and outside the Cooperative.
18. Must be able to travel throughout the service area. Other travel outside the service area may be necessary.
19. Must possess a valid New Mexico driver's license. Must be eligible to be, and remain, insured as a driver by the Cooperative's group liability policy for the automotive fleet.

H. Physical Demands:

Central Valley Electric Cooperative, Inc. has deemed the Warehouse Supervisor to be a safety-sensitive position.

1. Work conditions are indoors and outdoors in all kinds of weather.
2. May be required to walk for long distances, reach with hands and arms, stoop, kneel, crouch, crawl, climb or balance to reach high places.
3. Heavy lifting up to 100 lbs. may be required while loading material or equipment to meet the needs of the company and its members.
4. Considerable time spent working while standing on concrete floors.
5. Must be able to communicate clearly and accurately. Good hearing is necessary for work and safety compliance. The noise level could be moderate to loud.
6. Must possess visual color perception to differentiate wire and part colors.
7. Close vision is needed to work on the computer system.
8. Low exposure for potential electrical shock exists for this position.
9. May occasionally work near moving mechanical parts and equipment.
10. Must be willing to submit to random drug and alcohol testing as per company policy.

Warehouse Supervisor

Date

Manager of Distribution Engineering

Date