

City and Borough Sitka, Alaska

Class Specification

Class Title	Electric Warehouseman
Class Code Number	4030
FLSA Designation	Non-Exempt
Pay Grade and Range	IBEW
Effective Date	September 2010

General Statement of Duties

Orders, receives, stores and distributes Electric Department materials and tools; prepares billing of Electric Department construction and material services rendered; related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to research, purchase, receive, store and distribute materials and tools used in Electric Department operation, prepare billing information for the Finance Department for electrical construction and materials, and maintain accounts history. The work is performed under the direct supervision of the Electric Transmission and Distribution System Engineer but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Electric Department as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, vendors, suppliers and the public. The principal duties of this class are performed in a warehouse work environment.

Examples of Essential Work (Illustrative Only)

- Plans, organizes, supervises and coordinates the work of ordering, receiving, storing and distributing a large and varied inventory of equipment, supplies or parts;
- Plans, supervises and evaluates the maintenance of inventory and control records, including computerized data bases and periodic physical inventories;
- Initiates purchase orders to maintain inventory levels;
- Receives and Inspects incoming equipment, supplies or parts for quality and quantities;
- Locates and orders material in emergencies;
- Receives and responds to customer or department inquiries;
- Disposes of surplus materials;
- Maintains master lock and key system;
- Cleans and maintains warehouse;
- Prepares customer billing to Finance Department for billing of services rendered by the City and Borough of Sitka Electric Department;

- Maintains records of completed electrical utility construction and street lighting installations.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Thorough knowledge of modern storeroom and inventory practices;
- Thorough knowledge of types of materials and parts requisitioned, received and stored;
- Thorough knowledge of the applicable standard grades and qualities of equipment, materials, parts and supplies;
- Good knowledge of standard office procedures, practices and equipment;
- Ability to maintain vendor and supplier relationships;
- Ability to monitor and track high cost, easily pilfered items;
- Ability to read specifications;
- Ability to operate forklift equipment;
- Ability to maintain accurate records;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or possession of a GED; and
- Some experience in purchasing or warehousing or accounting; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a driver's license issued by the State of Alaska;
- Possession of a First Aid and CPR Certification.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate well with vendors, suppliers and other employees;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect materials and read a computer screen;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to handle small tools and parts, operate a computer keyboard and stock a wide variety of inventory items;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to lift and carry items weighing 50 pounds and operate a forklift and oversee inside and outside warehouse locations.

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