



Position Description

Position: Warehouseman

Reporting Relationships:

Reports to: Operations Manager and Purchasing Agent

General Statement:

The Warehouseman is responsible for receiving, storing and issuing materials, tools and supplies for construction, maintenance, and operations of HEA.. The Warehouseman is also responsible for maintaining all PCB records and ensuring that HEA is up to date on all PCB related issues. This role also ensures accurate inventory control.

Responsibilities and Authorities:

1. Receives, records and unloads shipment from suppliers.
2. Operates 2-way radio.
3. Loads and unloads poles, transformers and other equipment.
4. . Prepare and stage material for scheduled work orders and emergency outages.
5. Prepares issue, return, salvage and transfer tickets
6. Maintains appearances of warehouses and storage yards by keeping them clean, well-organized, and assists in disposing of trash and obsolete or surplus materials
7. Operates forklift and other equipment in compliance with local laws and regulations.
8. Conducts regular cycle counts and assists with annual inventory for audit.
9. Responds to after-hour calls for emergency material needs and stands by for emergency line work as required.
10. Responsible for complying with all rules of safety enumerated in the HEA Safety Manual.
11. Insures that transportation and other equipment assigned is in a neat and orderly condition; and reports the need for repairs to assure safe operating condition.
12. Obtains PCB samples from electrical equipment when needed and sends samples in for testing.
13. Responsible for keeping PCB unloading and storage area clean and orderly.

14. Responsible for keeping PCB records for all electrical equipment and ensure that HEA is up to date on all PCB related issues and regulations.
15. Provide backup support for Purchasing Agent when needed.
16. Other duties as assigned by Purchasing Agent, even though they may be of lesser skill level.

Working Conditions:

Outside work in all kinds of weather. Some heavy lifting required. Overtime required. Must be available for work after normal office hours.

Physical Requirements:

- Ability to exert up to 100 lbs occasionally, 50 lbs frequently, and 20 lbs continuously.
- Lift and carry 10–50 lbs as needed; overhead reaching and lifting required.
- Frequent standing, crawling, climbing, bending, pulling, and reaching.
- Primarily outdoor work with exposure to extreme temperatures (below 32°F and above 100°F).
- Potential hazards include mechanical and electrical burns, confined spaces, radiant heat, heights, and operating machinery.
- Exposure to odors, gases, dust, and dirt; use of safety equipment is mandatory.
- Must communicate effectively, read, write, perform basic arithmetic, and accurately weigh and measure.
- Class A CDL required.
- Residence within 10 nautical miles of home office required

Qualifications:**Education**

High school diploma or GED required.

Experience

One year of related work experience desirable. Must be able to operate equipment such as forklift and digger derek truck. Must be able and willing to operate a computer and related programs on a daily basis. Must have and maintain a Class A Commercial Drivers License.

Compensation:

The hourly rate for this position ranges between \$39.63-\$45.93/hour based on qualifications, operational needs and other considerations permitted by law. The range may vary above and below the stated amounts, as permitted by Colorado Equal Pay Transparency Rule 4.1.2.

Approved: _____
(General Manager)

Date: _____