



JOB DESCRIPTION

Job Title: Warehouseman (Person)
Department: Finance
Reports To: Finance and Purchasing Manager

FLSA Status: Non-exempt
Represented by the Association: Yes

Job Summary: This position performs all aspects of warehousing materials and supplies.

Essential Job Duties and Responsibilities:

- Order all materials and supplies, maintain purchase order records and inventory records under the direction of the Manager.
- Review Work Orders for inventory accuracy, make inventory adjustments and close out.
- Receive, stock, deliver and return materials and supplies as appropriate.
- Assist the company personnel with their materials and supplies needs.
- Assist in delivery and pick up of vehicles for repairs and maintenance.
- Conduct periodic physical inventory counts.

Additional Job Duties and Responsibilities:

- Perform other duties and responsibilities as required to fulfill job function or as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of:
 - company policies, procedures, products and services.
 - general office practices and procedures.
 - warehouse coordination and distribution.
 - time management and organizational skills.
- Skill to:
 - gather and report numerical data and produce statistical reports.
 - operate various office equipment such as a computer, copy machine, fax machine and multi-line telephone.
 - operate various heavy equipment such as forklifts and cranes.
- Ability to:
 - work independently.
 - think analytically and be a problem solver.
 - communicate effectively, both in writing and in speaking, with customers, co-workers, and various business contacts in a courteous and professional manner.
 - work completely and accurately under time constraints and deadlines.
 - obtain and maintain a valid Montana Commercial Driver's (CDL) license, Type II, Class A, with airbrake endorsement, as well as have a good driving record and be insured under the Company insurance policy. (Note: CDL is an optional requirement for a part-time employee, however is subject to change, with a reasonable notice, by the supervisor.)

- maintain very accurate records in regards to physical inventory.
- provide excellent customer service.
- move supplies, equipment and inventory to those who need it.
- work in a safe and effective manner.

Education and Experience:

Any combination equivalent to the following education and experience that would provide the required knowledge, skills and abilities would qualify. A typical way to obtain the knowledge, skills and abilities would be: High School diploma or equivalent; 1 to 2 years of related warehouse experience.

Physical and Other Requirements:

This position may require 8 to 10 hour days, flexible hours and some weekends.

Physical Requirements	0-24%	25-49%	50- 74%	75-100%
Seeing: Must be able to read reports and use computer. Must be able to read and interpret test equipment.				X
Hearing: Must be able to hear well enough to communicate with employees and business contacts.				X
Standing/Walking:		X		
Climbing/Stooping/Kneeling: Must be able to erect and work from a ladder.		X		
Lifting/Pushing/Pulling: Must be able to carry up to 50 lbs.		X		
Fingering/Grasping/Feeling:				X
Driving:	X			

Working Conditions:

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Generally good working conditions with the absence of disagreeable conditions. However, can have somewhat disagreeable working conditions due to the continuous exposure to one or more of the elements listed above.

Additional Information:

This job description is not intended to be all-inclusive, and employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required. Blackfoot reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Employee Acknowledgement

Date

Revised Date: January 10, 2017