



SPRINGFIELD UTILITY BOARD

Job Description

TITLE: Storekeeper

REPORTS TO: Fleet & Warehouse Supervisor

STATUS: Non-exempt / Union - IBEW

RANGE: Contract

POSITION SUMMARY: The Storekeeper position for both the Water Service Center and the Electric Service Center is qualified and able to receive, inspect, deliver, issue, and depose materials; maintains physical inventory; maintains safe, clean working conditions for the warehouse and storage areas. Provides general support for the warehouse, building, and landscape maintenance as well as backup support for SUB's fueling program and the other storekeeper position. Performs other duties as assigned.

MAJOR RESPONSIBILITIES

Essential Functions

1. Supports and models behavior to promote the Mission and Core Values of SUB to staff and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Maintains reliable and predictable attendance.
4. Receives, issues, and over-issues materials including pick-up and delivery along with associated processes and procedures.
5. Performs physical inventory as required and reconciles database inventory records with physical inventory.
6. Keeps warehouse and storage yards free of safety hazards, cleaned and organized to meet the needs of the division.
7. Assists in updating, maintaining, and organizing division Safety Data Sheets (SDS).
8. Assists purchasing in the procurement process.
9. Properly stores and disposes of scrap and junk material.
10. Salvages materials based on a cost-effective analysis.
11. Demonstrates the proper use and care of tools and equipment.
12. Completes and coordinates assigned tasks with other departments and divisions.
13. Provides excellent service to internal and external customers within the scope of authority.

Page 2 – ESC Utilityman

14. Loads and delivers material to SUB crews or contractors in the field.
15. Coordinates with Resource Management to maintain division's building facilities.
16. Serves as a participant of the division's Standards Committee.
17. Supports SUB's fueling program in a backup capacity.
18. Maintains a valid Oregon CDL Class A driver's license with hazmat and tanker endorsements and a good driving and safety record.
19. Maintains certification as a forklift operator.
20. Possess and maintains an OSHA-approved Mobile Crane telescoping Boom with Swing Cab (TTL) certification or Digger Derrick Certification.

Marginal Functions

21. Knowledgeable of PPE and safety procedures for use of open-faced paint booth at ESC.

Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.

Attributes

SUB strives to promote a safe, positive and caring work environment. In addition to the above responsibilities, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB's Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct
- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

OTHERS SUPERVISED

- None

MINIMUM QUALIFICATIONS

Experience

- Two years related materials management and/or stores experience.

Knowledge, Skills & Abilities

- Basic computer skills and familiarity with using databases to research usage and history of inventory items required.
- Possess a current Oregon Class A CDL driver's license with hazmat and tanker endorsement, or the ability to acquire this license within six months of employment.
- Possess and maintain an OSHA-approved Mobile Crane Telescoping Boom with Swing Cab (TTL) or Digger Derrick Certification for SUB's equipment; or, must pass the accredited written exam for this equipment within six months of hire and complete the Certification within one (1) year of hire and maintain the certification thereafter.
- A self-starter who works well independently
- Organized and detail orientated
- Ability to prevent and solve problems
- Ability to identify potentially hazardous conditions or situations
- Ability to process paperwork legibly and accurately

Education

- High school diploma or equivalent

PHYSICAL AND MENTAL REQUIREMENTS

- **ALERTNESS & CONCENTRATION:** Maintains full alertness and concentration at all times inside and outside, in inclement climatic conditions, and at night while (1) operating a forklift, (2) storing and retrieving materials and scrap, and (3) delivery materials to SUB crews or contractors.
- **ABILITY TO DEAL WITH STRESS:** Makes decisions quickly and calmly in the office or outside. Thinks and reacts quickly if accidents occur. Interacts well with co-workers.
- **VISION:**
 - Far Visual Acuity:** Sees adequately to drive a motor vehicle or forklift, and move materials using a digger derrick as a crane.
 - Near Visual Acuity:** Reads small print on maps, plans, labels, computer screens, SDS, and other documents.
 - Peripheral Vision:** Maintains full field of vision in all directions to assess proximity to construction hazards, trucks, materials, co-workers, movements of equipment, or falling objects. Assesses position of forklift in relation to other equipment. Ability to perform backup maneuvers using mirrors, in tight quarters, and around corners.

Color Vision: Judges red, green and yellow traffic lights adequately to drive vehicles on highways.

Depth Perception: Judges depth very accurately to ensure proper loading of equipment and material onto shelving and trucks. Also to: (1) direct truck driver in operations, (2) place materials on forklift forks, (3) assess equipment in traffic or other confined spaces, (4) back vehicles to a fixed object.

Night Vision: Maintains the visual abilities listed above when working at night and in poor light and inclement weather condition.

- **HEARING:** Hears spoken conversation well while communicating with a co-worker despite heavy background noise from traffic, construction equipment, rain or wind, and when visual signals cannot be used. Hears accurately the high-pitched back-up horns or equipment. Hears adequately to operate a two-way radio.
- **SPEECH:** Speaks loudly and clearly enough to be accurately understood when speaking to a co-worker, or when up to 100 feet away from a co-worker, despite heavy background noise from traffic, construction equipment, rain, or wind and when visual signals cannot be used. Speaks clearly, communicating by two-way radio.
- **STANDING:** The worker stands on the job usually a minimum of 15 minutes at one time, up to 4 hours. The worker may actually be on his/her feet four hours at one time, but maneuvers around the work site at intervals. Total standing time is typically 25% - 75% of the average shift.
- **SITTING:** Worker sits on bucket-type truck seat one and one-half hours maximum at one time while driving to a job site. Total sitting is three to four hours per shift.
- **WORKER MOBILITY:** Can change positions frequently in and out of equipment; use ladders in warehouse. Uses hand tools, machinery and other heavy equipment that requires bending and/or twisting and/or lifting.
- **WALKING:** Rarely walks one to two miles at a time on uneven ground. More common maximum distance walked is 1/4 to 1/2 mile. Total walking per shift is 20% - 40%. Walking occurs in slippery conditions, in mud, on equipment, and on uneven ground.
- **LIFTING/CARRYING:** 0-10 lbs. - Continuous; 11-20 lbs - Continuous; 21-50 lbs. - Frequently; 51-75 lbs. - Frequently; 75-100 lbs. - Occasionally
- **PUSHING/PULLING:** Pushing/pulling of material from shelves or on/off of a flatbed or pickup. Starts gasoline powered equipment with hand start.
- **REACHING/HANDLING:** Grips and firmly holds hand tools and equipment for several minutes at a time. Squeezes wire cutters to cut 10-mm wire with steel core. Threads nuts and washers. Uses tools wearing heavy gloves. While in bent over position, worker occasionally works at full extent of his/her reach and leans over while using tools, often in an awkward position. Gives hand signals when directing other people. Writes information, draws diagrams, operates computer keyboard and operates 10-key.

Page 5 – ESC Utilityman

- **TWISTING:** Rotates head fully to both sides to observe equipment and co-workers while maintaining body in awkward position. Some twisting is required when lifting items or handing items to fellow workers. Often works in awkward positions.
- **CLIMBING:** Climbs in and out of equipment with tools and materials. May climb hills and walk over uneven ground while carrying materials. Climbs in and out of truck cab. Uses ladders in warehouse to reach shelves of materials.
- **CRAWLING:** Not usually required.
- **ENVIRONMENTAL FACTORS:** Performs a variety of strenuous tasks outside with temperatures varying from below zero to over 100 degrees, sometimes in rainy, windy, snowy or icy conditions. Exposed to noise from traffic construction equipment near construction sites, jack hammers, hydraulic saws and tamps. Hearing protection is provided. Exposed to numerous types of pollen, depending on location, season or climatic conditions. Bee/wasp stings, animal bites or poison oak may also occur.
- **PRODUCTS AND MATERIALS:** Lumber, plastic, wire, bolts, metal pipe/fittings, and chemicals. Works with and is exposed to petroleum products and silica-based paints. Exposed to mineral oils if transformers or other equipment is damaged. Exposed to chemicals (primarily through skin contact or inhaling) used to glue and disinfect pipe.
- **MACHINES/TOOLS/EQUIPMENT:** Power tools, hand tools, trucks, chain saws, cut-off saws, and forklift, Mobile Crane Telescoping Boom with Swing Cab (TTL), Digger Derrick.

Revised: March 5, 2019