

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Warehouse Clerk

JOB CODE : 032115, 037115

DATE PREPARED : July 28, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent performs general warehousing duties involving receiving, issuing, storing, and material handling. Warehouse activity requires extensive use of computer terminals. Material is to be handled in accordance with all applicable federal/state regulations and REECo procedures that control the storing, handling, and transportation of materials.

DIMENSIONS

The incumbent reports to a Stockroom Clerk Foreman (Teamster) and has no supervisory responsibility.

NATURE AND SCOPE

1. Performs issuing/receiving actions using an automated system and issues equipment parts over the counter including packaging marking; preparation of shipping description, labels, drop point number, and any other required documentation such as delivery ticket; enters proper issuing information into computer;
2. Receives shipments including opening, checking for quality, and matching with purchase order; enters appropriate receiving data into computer;
3. Stocks/arranges materials in predetermined location throughout warehouse and adjacent compounds;
4. Controls hazardous material in accordance with specific regulations for storage/handling/shipping;
5. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
6. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Frequent standing/walking while performing job duties;
2. Occasional sitting while working at computer;
3. Frequent lifting/carrying 5 to 50 pounds of materials/supplies/office equipment; assistive devices available for lifting/carrying up to 100 pounds of furniture/office equipment;
4. Frequent pushing/pulling using both hands/arms exerting a force up to 30 to 70 pounds; occasionally 75 to 100 pounds while moving/sliding heavy safes/desks and other furniture items; also pulling hand trucks upstairs;
5. Occasional climbing stairs/stepladders while moving equipment upstairs/downstairs;
6. Occasional kneeling/crouching while loading/unloading and moving furniture;

Warehouse Clerk

7. Constant use of both hands/arms while working on computer and performing manual labor warehouse duties;
8. Constant use of sight abilities, good peripheral vision, depth perception, hand/eye/foot coordination, and visual acuity in near-, mid-, and far-range of vision;
9. Frequent use of speech/hearing abilities in communicating with coworkers/supervisors and maintaining a safe work environment.

Mental

1. Must be able to read/write/speak English in order to perform routine exchanges of information, communicate with coworkers/supervisors, complete logs, and process hourly computer reports;
2. Must possess basic mathematical skills;
3. Must possess reasoning skills and be able to apply established procedures;
4. Must be able to work without direct supervision 50 percent of the time.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed inside in warehouse or office environment and outdoors with exposure to all types of weather.

Tools & Equipment Used: Computer, telephone, general office equipment, material handling equipment (i.e., hand truck, carts, dollies, barrel jack, safe moving equipment); safety equipment such as hard hat, safety glasses, back belt, and steel-toed safety shoes.

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of experience in warehousing, receiving, and issuing of materials is required. Documented formal training in hazardous material transportation (D.O.T. CFR49 and HM181) is required within 90 days of employment. Knowledge of proper groundman forklift hand signals.

OTHER SPECIAL QUALIFICATIONS

Basic computer skills are desirable. The incumbent will be required to attend REECo Hazardous Material Basic Course and obtain a 70 percent or better score on the exam.