

JOB DESCRIPTION

JOB TITLE: WAREHOUSEMAN

LOCATION: Hanford, CA

Hours: 7:00 a.m. to 5:00 p.m.

DEPARTMENT: Operations

SUPERVISOR: Warehouse manager

DATE REVISED: July 23rd 2018

PREPARED BY: Mark Reid

POSITION PURPOSE: Under the supervision of Warehouse manager, assist in the flow of inventory through the company for projects and customer requests.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Unload deliveries, crosscheck packing lists with physical products & ensure all documentation matches the items requested on the purchase order.
2. Resolve any shipping discrepancies immediately with the vendor.
3. Place a high priority on the support of field personnel, and target 100% accuracy on pulled and ordered items. Complete packing lists prior to any deliveries.
4. Assist customers with over-the-counter orders with an emphasis in developing future business.
5. Provide support in the repair of water meters and backwash valves.
6. Carry out perpetual inventory counts as requested.
7. Maintain a clean, safe & organized working environment both within the warehouse and the yard in general.
8. Keep current on forklift procedures and workstation safety requirements.
9. Work in close relationship with the warehouse manager to manage stock levels and eliminate stock shortages/overstock items in accordance with the irrigation & pump industry demands.
10. Continue to develop your knowledge of all markets of business Cal-West Rain works within.
11. Gain a thorough understanding of SAGE computer system modules pertinent to your position.
12. Wear Cal-West Rain uniform during work hours always representing the company in a polite & professional manner.
13. May be required to drive parts truck to vendors, job sites or customer locations.
14. Be aware of & comply with MSDS (material safety data sheets) on items carried on your vehicle.
15. Ensure all rest breaks are taken and documented on a time card.
16. Place purchase orders with vendors under the supervision of the warehouse manager.

MANAGEMENT RESPONSIBILITIES: N/A.

QUALIFICATION REQUIREMENTS: To hold this position successfully, an individual must be able to perform each essential duty satisfactorily.

EDUCATION AND/OR EXPERIENCE: Entry-level position. Incumbent must have a clean driving record.

LANGUAGE SKILLS: Ability to understand and document project details on company paperwork & electronic media.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit and climb for unspecified periods of the working day. The employee must occasionally lift and/or move up to 50lbs.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Employee must be able to travel locally and will be required to drive.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of the job, the employee is exposed to high noise, moving mechanical parts, dusty environment, all weather conditions, including cold and extreme heat. The noise level in the work environment is usually moderate.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE PERSON ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF THE INCUMBENT IN THIS POSITION.

HOURS OF EMPLOYMENT MAY VARY DEPENDANT ON WORK SCHEDULE, SEASON & CUSTOMER/JOB SITE AVAILABILITY.

EMPLOYEE _____ DATE _____

CAL-WEST RAIN _____ DATE _____