

WAREHOUSE FOREMAN

PURPOSE AND NATURE OF WORK

Position is responsible for overseeing and participating in receiving, inspecting, recording, storing, issue and re-issue of parts, supplies and materials used by electric, water and wastewater or communications utility operations.

Incumbents work under the supervision of the Facilities Supervisor, or Communications Field Operations Supervisor, depending on area of assignment, and have lead worker responsibilities for a small warehouse staff, excluding clerical positions.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Examines material requisitions, checks against engineering specifications, informs crews of need to return materials from disassembled electric, water or wastewater, or communications installation.

Inspects previously used materials returned to warehouse, such as street light equipment, uses low voltage test equipment, performs routine repairs, decides to store, re-issue or dispose of used equipment.

Obtains estimates of materials needed for inventory from utility engineering staff, reviews with supervisor, monitors consumption and initiates orders.

Obtains, verifies, amends inventory records from data processing staff. Leads and participates in unloading and loading trucks, uses forklift as required; inspects, records and directs storage of supplies and materials.

Oversees and participates in receiving, storage and handling of hazardous materials.
Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of methods and materials of electric power distribution, of water distribution and wastewater collection, or communications, depending on area of assignment.

Knowledge of purchasing, inventory, and disposal procedure.

Ability to use low voltage test equipment in inspecting electric distribution equipment.

Ability to determine material requirements of electric, water or wastewater projects from engineering plans; as well as materials to be expected from disassembly of existing installations.

Ability to determine serviceability of previously used utility materials.

Ability to establish and maintain cooperative relationships with employees of other divisions.

DESIRABLE TRAINING AND EXPERIENCE

Completion of high school with experience in electric, water and wastewater utility warehousing, engineering or operations; or fiber optics communications materials and methods, or an equivalent combination of education and equipment.

NECESSARY SPECIAL QUALIFICATION

1. Possession of a valid Louisiana Driver's License.
2. Must obtain certification for forklift operation within 6 months of appointment.