



## **JOB DESCRIPTION**

**POSITION: STOREKEEPER**

**WORK GROUP: UNION – 37.5 HOURS**

### **FUNCTION:**

Reporting to the Operations Supervisor this position will be responsible for the stores/warehousing functions including the maintenance of appropriate inventory levels, purchasing function including the creation and processing of all purchase orders, disconnects, reconnects and collection activities for delinquent accounts, single (one) phase meter changes and perform other duties as requested or required.

### **ORGANIZATIONAL RELATIONSHIP:**

- Responsible to the Operations Supervisor and
- Works closely with Operations, Billing, Finance, and Engineering Departments

### **RESPONSIBILITIES:**

- Complete purchasing function which includes: obtaining price quotations and necessary approvals, preparing requisitions, placing, confirming and monitoring the progress of purchase orders; communicating with suppliers to address any issue; update and maintain all records related to purchasing;
- Receiving function: manage the receipt, storage, handling, distribution and shipment, of incoming and outgoing materials, supplies, tools and equipment;
- Inventory function: ensure the maintenance of proper inventory levels in accordance with projected capital and maintenance jobs; monitoring usage, conducting monthly physical cycle inventory and recommend adjustments at the end of each month; reviewing stock usage data to identify obsolete, tracking scrap and recommending adjustments to re-order thresholds; assist with the transportation, disposal and scrapping of inventory;
- Building - Ensures building, garage, stores area and yard are maintained in a clean and secure work environment which includes managing the emptying or replacement of material and waste bins when they reach capacity; perform general aesthetic maintenance which may involve painting, cleaning, minor repairs to building systems or minor landscaping activities;
- Complete monthly building and yard inspections and document findings and recommending corrective actions to JHSC;

- Vehicles and material handling - Operate vehicles and material handling equipment as required for the loading, unloading and transportation of material which includes delivering materials to job sites and picking up orders from suppliers;
- Changing single (one) phase meter as required;
- Timely collection of delinquent accounts and deposits owed to Grimsby Power and disconnection reconnection of service as required;
- Provide reliable and accurate utility locates, as required;
- Control and maintain GHS 2015 (formerly WHMIS) inventory and Material Safety Data Sheets in cooperation with JHSC and;
- Perform other duties as requested or required.

#### **QUALIFICATIONS:**

- Experienced in material storage, transportation and record keeping methods;
- Knowledge and ability to interpret specifications for equipment, materials and services;
- Demonstrated proficiency in the use of personal computers with Windows based operating environment including Microsoft applications such as Outlook, Excel, and Word;
- Excellent organizational skills and a demonstrated ability to multi-task; understanding of inter-related work processes to be able to adapt to different assignments;
- Ability to work independently with minimum direction, reliability, accuracy and effective interpersonal skills to work well with others, suppliers and the general public is a must.
- Excellent communication skills - orally, electronically (e-mail), and written;
- Capable of moderately strenuous physical effort;

#### **EDUCATION REQUIRED:**

- High school diploma as a minimum, preference will be given to those with related college level courses in an electrical discipline;

#### **LICENCES OR SPECIAL REQUIREMENTS:**

- Must maintain a G class drivers license
- Certifiable for the safe operation of a forklift.

#### **WORKING ENVIRONMENT:**

- Typical office workstation in an air-conditioned office;
- Typical field work and service centre/warehouse environment.