

CHUGACH ELECTRIC ASSOCIATION, INC.
Anchorage, Alaska

Non-Exempt

Position Description

Generation Warehouseman

I. Summary

Safely and efficiently performs warehouse duties consistent with the Generation/Beluga Warehouse procedures, Operating Policies, Standard Operating Procedures and Original Equipment Manufacturer specifications.

II. Duties and Responsibilities

- A. Accurately perform data entry associated with all warehouse inventory, purchasing, tracking, and logistics requirements.
- B. Physically performs receiving, storing, issuing, retrieval, handling, transporting, of parts, and materials used in power generation, including, but not limited to equipment used in support of Power Plants, Telecom, SCADA, Microwave, Generation Facilities Maintenance, Information Services and contractors during construction.
- C. Construct various crating and related shipping containers for all modes of air, land and sea transport.
- D. Schedule and coordinate land, sea, and air transportation.
- E. Operate safely all equipment associated with materials handling.
- F. Maintains all certifications and training required for this position.
- G. Control and perform light maintenance of assigned equipment.
- H. Control access to assigned inventories and equipment.
- I. Perform warehouse duties with minimal supervision.
- J. Coordinate and track repair items for all Generation Power Plants, Telecom, SCADA, Microwave, Generation Facilities, and Information Services.
- K. May be called out for department needs outside of normal work hours.
- L. Performs other job duties as assigned.

III. Experience

- Minimum 2 years of power generation experience preferably at Chugach, or electrical supply warehouse experience. Communications and power generation warehousing experience preferred such as in power plants, microwave, telecommunications, or information services.

IV. Education

High School Diploma, G.E.D. or equivalent required.

V. Knowledge, Skills & Abilities

- Must have carpentry and mechanical skills.
- Must be able to obtain Chugach certification to safely operate all industrial materials handling equipment, including rolling stock. Previous certifications preferred.
- Must demonstrate knowledge of hazardous materials handling requirements. Certification with 49CFR, DOT, and ICAO/IOATA required within 90 days.

VI. Required Skills & Abilities

- Experience in use of records associated with administration for ordering, shipping and receiving, invoicing and stocking industrial parts, equipment and supplies.
- Experience in use of Purchasing and Inventory software programs, Microsoft Excel and Word.
- Physical ability to manage 50 pounds alone, use standard handling devices for moving 55-gallon drums and items greater than 50 pounds. Ability to use common power and hand tools.
- Must demonstrate knowledge in handling, rigging, transport, and storage requirements for electronic and mechanical components associated with generation equipment, Telecom, SCADA, Microwave, Information Services and Generation Facilities Maintenance.
- Demonstrated ability to perform duties independently & provide technical advice, coordination and direction to other power supply personnel.
- Frequent travel as required to support warehouse operations at all locations. This will include flight in small aircraft.
- Must have a valid Alaska Drivers' License.

Approved by: _____

Classification Committee

Date: _____

10-7-2020

Approved by: _____

Classification Committee

Date: _____

10-7-2020

Approved by: _____

Classification Committee

Date: _____

7 Oct 2020

Approved by: _____

Classification Committee

Date: _____

10/7/2020