



POSITION TITLE:	Warehouse Coordinator	EXEMPT STATUS:	Non-exempt
DEPARTMENT:	Construction & Maintenance	SALARY GRADE:	
LOCATION:	District Office 41630 W Louis Johnson Drive Maricopa, AZ 85138-5402	SALARY RANGE:	
REPORTING RELATIONSHIP:	Position will report to Warehouse/Procurement Facility Supervisor	SUPERVISORY RESPONSIBILITY:	

DEFINITION:

Under the general supervision of the Warehouse/Procurement Facility Supervisor, the Warehouse Coordinator will assist in the warehouse, field, district or city offices. This position will be responsible to maintaining standard levels of inventory supplies and other items needed for construction or maintenance projects. Flexibility to work in many different environments doing many different tasks at any given time of the work day is essential.

JOB SUMMARY:

Responsibilities for this position include but are not limited to:

- Order material.
- Stock material.
- Warehouse, yard and trailer maintenance.
- Janitor.
- Other duties as assigned

ESSENTIAL FUNCTIONS:

- Pull material for work orders being processed.
- Monitor inventory levels and order small material as needed.
- Data entry and basic computer applications (Excel, Word, etc.)
- Minor truck & equipment services.
- Parts runner.

ESSENTIAL QUALIFICATIONS:

- Working knowledge in auto mechanic for minor truck and equipment services (oil changes, tire rotations, etc).
- Knowledge of names of equipment tools and parts to insure proper pulling of material for work orders.
- Able to learn and adhere to ED3 purchasing process and procedures.
- Flexible in regards to where you will be working, variety of duties assigned, any given time within your work day.

SPECIAL REQUIREMENTS:

- Knowledge of tools and equipment commonly used in the lineman trade.
- Establish and maintain effective communications and working relationships with supervisors, coworkers, contractors, and the general public.
- Maintain a high volume of work output with minimal supervision.
- The ability to understand verbal and written instructions.
- Must be knowledgeable of construction tools, equipment, and procedures.
- Possession of a valid Arizona Driver's license and satisfactory driving record as a condition of initial and continued employment.
- Must live within a 30 minute response time from the ED3 district office.
- Must have CDL or obtain one within 90 days and maintain for duration of position.

EDUCATION:

- High School Diploma or GED.
- Higher education a plus.

EXPERIENCE:

- Warehouse and/or purchasing experience a plus.

PHYSICAL REQUIREMENTS:

- Must pass employment drug screening test.
- Must be able to remain stationary for prolonged periods of time.
- Must be able to read color coded information.
- Must be able to lift 100+ lbs.

WORKING CONDITIONS:

- Various work sites.
- Field work required will be exposed to outdoor environment.
- Equipment safety awareness.