

Job Description: Warehouse Person

Job Title: Warehouse Person
Department: Install

Pay Scale: \$14 - \$18
FLSA Status: Non-Exempt

Work Hours: Monday-Friday 7:30am –4:00pm

Primary Job Function: Responsible for ensuring all jobs scheduled for the next day have all material and equipment pulled. Track material returns by job and return to stock. Responsible for all materials, supplies, etc. that leave the shop have been properly filled out on a material sheet. List all overstocked items and give to Installation Coordinator for return to vendor. Check and put away stock orders. Maintain shop and yard in a clean and orderly fashion. Assist Installers in loading and unloading trucks.

Reports to: Installation Manager

Required Qualifications:

- Insurable by Company insurance carrier
- Valid driver's license
- Willingness to invest time in training seminars and classes
- Follow directions as given, written and verbal
- Basic safety knowledge of tools and surroundings
- Safe use of ladders
- Comply with all safety rules
- Arrive on time daily
- Dress in workman like manner
- Unloading/stocking supplies and equipment
- Unloading/loading of truck
- Ability to fill out a daily time card accurately
- Be able to move 100 pounds unassisted
- Demonstrate mechanical aptitude

Desired Qualifications:

- 3+ years' experience in Inventory control
- Certified on Forklifts
- EPA Certified
- Any HVAC industry knowledge
- CDL
- First Aid and CPR certified
- Basic knowledge of Microsoft Office software

Daily, Weekly, Monthly, Yearly Duties:

- Arrive and be ready to start work by 7:30 am
- Assist Dept Managers and Shop Fabricator with items necessary to dispatch the crew in the morning
- Notify Installation Coordinator of any shortages on stock items
- List "return to stock" and give to Installation Coordinator for return to vendor
- Put away any deliveries, mark equipment received with job name and number, stage in appropriate area
- Pick up equipment/materials as needed from suppliers
- Track Inventory and company issued tools
- Perform truck inventory and maintenance audits
- Perform quarterly inventory count
- Check schedule for all upcoming jobs, pull material list and stage
- Remove clutter and scrap from shop area, keeping shop clean and orderly
- Pick up all garbage from warehouse, yard and
- Report status of jobs pulled at day's end to Dept Managers
- Pull truck stock for Service. Notify Service Manager of shortages.
- Stage all jobs as required for all departments
- Restock job totes as needed
- Review schedule for upcoming jobs to make certain that all material lists have been turned in for pulling and staging, notify Dept Managers if any are missing
- Fabricate duct for any needed stock
- Maintain facility in proper and safe operating condition
- Put away all extra materials brought back by installers the day before
- Maintain warehousing of Company supplied tools. Generate check out lists and reconcile upon return
- Lock/unlock building and yard
- Other duties as assigned

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- on building grounds
- Run parts to jobsites when needed

Success Factors / Job Competencies:

- Organization – Keeping the work areas ultra clean and organized
- Timely in work - Quickly delivering and staging the need materials
- Detailed – Deep level of details are taken care of and tracked
- Procedural driven – Ensuring that company procedures are being followed

Performance Indicators:

Certain key business indicators that will measure the effectiveness of the Warehouse Person. These include the following:

- Number of times jobs are not pulled and staged ready for installers
- Organization of warehouse and yard
- Accuracy of paper work, hours & materials charged to jobs
- Number of installer will calls as a result of not properly pulling materials
- Number of times emergency stocking orders are processed for stocked inventory.