

DOMINION TRANSMISSION, INC. AND DOMINION HOPE

JOB DESCRIPTION

TITLE: Warehouse Worker

CODE NO.: Start Level I Level II
00305 00420 00514

GRADE: 006 007 008

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Perform duties incidental to receiving, issuing, and storing of warehouse stock material and equipment; maintain various related records as required.

ASSIGNED DUTIES:

1. Maintain stock material in an orderly manner to facilitate prompt handling and accurate maintenance of stock records.
2. Assure that all stock items are tagged or stenciled with correct stock number; designate correct stock number on bins containing small stock items.
3. Verify and properly complete forms relating to material being checked out to assure correct stock number, the job for which it is being used, and correct number of items requisitioned; re-enter and classify returned material to stock.
4. Coordinate sub-warehouse material records and records of materials issued to trucks with warehouse material records.
5. Receive used material; assist in determining whether it should be junked or salvaged; recondition salvaged material to be included in warehouse stock; maintain records as required.
6. Assist in determining minimum and maximum stock levels as required.
7. Assist in requisitioning material in the most economical quantity, considering annual usage, cost of material, carrying costs and ordering costs in accordance with prescribed procedures.
8. Maintain records and prepare reports as required pertaining to warehouse material, stock, inventory, etc.

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9. Operate miscellaneous office equipment; calculators, adding machine, inventory system.
10. May direct other employees in the performance of assigned duties.
11. May perform other duties as required in higher or lower classification.