



Job Posting #:	30FB09142020	Posting Type:	Internal & External
Job Title:	Warehouse Supervisor	Grade/Classification:	11
Department:	Warehouse	Location:	Front Royal, VA

Job Description

OVERVIEW

The Warehouse Supervisor will receive and disburse as well as control the adequacy and accuracy of the stock of normal supplies used in line construction and maintenance work and be responsible for the checking of the security of the warehouse, garage, and storage areas. To supervise those employees assigned to help accomplish the above in a safe and efficient manner.

ROLE AND RESPONSIBILITIES

- Assists in the preparation of annual materials requirement forecast.
- Supervises and assists in taking annual physical inventory.
- Recommends intermediate range warehouse and yard storage improvements.
- Supervises personnel to insure grounds and buildings are maintained properly.
- Performs evaluations for employees and assists those employees in their development.
- Develops and manages department budget within parameter of REC.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High school diploma or GED (General Equivalency Diploma) required. NRECA courses in supervision or equivalent preferred. 8 years of experience with construction specifications, staking sheets, material records and general warehousing, building and grounds maintenance. Must complete at least one (1) professional development activity annually.

The ideal candidate must have a working knowledge of material system and staking sheets. Must be able to take construction specifications and break down to material items. Thorough knowledge of REC policies as it relates to material sales to employees and public preferred. Must have a working knowledge of proper supervision methods. Working knowledge of budgeting and variance processes preferred. Must have a working knowledge of building and grounds maintenance practices. Extensive knowledge of NISC's ABS, WMIS, Outlook, Microsoft Office, SharePoint, TEAMS and other software for daily operations preferred.

The candidate must be able to operate forklift (with certification) and dual wheel trucks. Obtain commercial driver's license if requested. Effectively deal with a variety of people under different circumstances. Must be able to give attention to detail and ability to effectively manage time. Fill out material tickets and other documents clearly and concisely. Must be able to continually develop supervisory skills. Must be able to supervise building and grounds maintenance. Ability to help develop the budget for the Warehouse and Facilities. Perform other duties as assigned.

Primarily working in warehouse and on storage yard. Must be willing and able to work in all weather conditions. Must be able to perform hard physical labor when necessary. On occasion, this job will require lifting and carrying up to 100 pounds. Overtime is frequently required.

HOW TO APPLY

Internal Applicants: Interested parties should submit an internal application (a resume may be attached to the completed application) to the Human Resources Department.

Applicants: Resumes can be emailed to rech@myrec.coop or mailed to REC's Human Resources Department. Please indicate the Job Posting ID #30FB09142020

Deadline: Friday, September 25th, 2020 @ 5:00PM EST

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of personnel so classified.