

# HENDERSON MUNICIPAL POWER & LIGHT CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:** **WAREHOUSE INVENTORY COORDINATOR**

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## **PURPOSE OF CLASSIFICATION**

The purpose of this non-exempt position is to coordinate all warehouse processes related to the HMP&L warehouse. Pulls and verifies materials for project and crew distribution. Coordinates shipping, receiving, and records maintenance of incoming and outgoing materials. Operates fork truck and loader. Maintains the warehouse in a clean and organized manner. Position is under the direction of the Fiber Manager.

## **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Coordinates physical security of inventory assets, materials, and equipment. Requires a high attention to detail regarding material counts, distribution, and organization.
- Receives, counts, and processes incoming stock and materials; organizes and stores materials; picks and fills orders from stock; manages, organizes, retrieves, and distributes materials to crews and authorized contractors. Accounts for any unused materials returned. Monitors daily inventory and non-stock levels. Assists with bid preparation and evaluation of materials.
- Ability to work in a fast-paced environment with minimal supervision, exercising independent judgment and discretion.
- Inspects items received for damage and checks them against purchase orders, invoices, or bill of ladings. Coordinates shipment returns of goods and materials that are damaged or do not meet standards or specifications.
- Maintains the warehouse in an organized, clean and sequential manner. Replenishes the stock on shelves from storage areas as needed. Organizes inventory in racking, shelves, or bins. Stocks shelves for easy identification and safety. Operates machinery for moving inventory.
- Participates in periodic inventory cycle counts against perpetual inventory computer records. Participates in the physical count for year-end inventory.
- Coordinates shipping, receiving, and records maintenance of incoming and outgoing materials; maintains material inventory; prepares requisitions for materials as needed; tracks quantity and monetary value of inventory; utilizes company software for inventory requisitions, tracking and processing. Assists with monitoring and setting reorder levels.
- Loads and unloads materials from freight trucks using a forklift. Opens boxes, crates, and other containers.
- Performs routine clerical tasks to include answering phones, completing required forms and documents, and performing computer data entry; monitors inventory; coordinates with other personnel about shipment delays/errors and reorder points.
- Operates office related machinery and equipment including desktop computer, mobile tablet, copier, multi-line phone system, printer, scanner, and various computer programs including Word, Excel, and accounting software.

- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- May drive HMP&L vehicles to and from worksites; may operate various HMP&L equipment; deliver tools and materials to job sites; pick up supplies at stores and vendors when necessary.

### **ADDITIONAL FUNCTIONS**

- May be required to work overtime.
- Adheres to and enforces all safe work practices and company compliance standards.
- Maintains good attendance and punctuality.
- Must have a valid driver's license.
- Ensures conformity with standards set by the North American Reliability Corporation (NERC) and the SERC Reliability Corporation (SERC).
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Qualifications include: high school diploma or GED and a minimum of one year of previous experience in warehouse and inventory maintenance duties; forklift certification and/or experience operating forklift; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requirements include: residency in Henderson County or ability to move to Henderson County; familiarity with data entry, possess organizational skills; ability to have regular and predictable work attendance; have a valid driver's license issued by the Commonwealth of Kentucky; must pass a drug/alcohol screen, physical, and background check upon conditional offer of employment; and have no DUI convictions in the previous five years.

Preferred requirements include: experience in the Fiber/Telecom industry; computer literacy.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and interpretation to others regarding the application of procedures and standards to specific situations. Requires interaction with company personnel, vendors, and contractors.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and control the actions of equipment, machinery, tools, and materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, advisory and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of standing, climbing, balancing, stooping, twisting, bending, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and pulling of objects and materials of medium weight (50-70 pounds). Must be able to traverse and access all areas of the warehouse. Travel between locations may be required. Some tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Some tasks require the ability to communicate orally and receive information aurally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, and machinery. Regularly works indoors in a warehouse setting, however, tasks may involve work outside in all weather conditions, (ie humidity, rain, temperature extremes) in all seasons as required. May work near moving mechanical equipment with moderate noise levels.

This job description does not constitute a contract of employment. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employees. This job description is subject to change by the employer (Henderson Municipal Power & Light) at the discretion of the employer, or as the needs of the employer and requirements of the job change. The employer explicitly reserves the right to modify any of the provisions of this job description at any time and without notice. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or essential functions does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*Henderson Municipal Power & Light, HMP&L, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, HMP&L will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*