



WashingtonEMC

WAREHOUSE ASSISTANT

Classification:

Non-Exempt, Hourly Employee

Posting Date:

February 25, 2026

Reports To:

Supervisor of Purchasing & Stores

Last Date to Apply:

March 11, 2026

Revision Date:

February 24, 2026

JOB DESCRIPTION

Position Summary

To assist line crews, contractors and operations personnel by the proper receipt, storage and dispersal of material and supplies required in the construction and maintenance of electric distribution lines.

Major Responsibilities

- a) Maintains accurate inventory records.
- b) Maintains proper inventory levels for items required on a continuing basis, both inside and outside the warehouse.
- c) Issues material and equipment, completing required paper work.
- d) Returns material to stock and processes retired material.
- e) Accepts and receives shipments and deliveries and puts into stock.
- f) Develops material lists from staking sheets, prepares material for distribution by assembling and boxing.
- g) Operates loading equipment, including, but not limited to a forklift and tractor with attachments, to load and unload heavy material.
- h) Keeps material stored safely and efficiently.
- i) Delivers material to personnel in field as required.
- j) Fuels, cleans, and removes scrap material from vehicles.
- k) Performs month-end inspections on vehicles.
- l) Maintains grounds and warehouse.

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 an exhaustive list of all responsibilities.

The Warehouse Assistant shall be required to perform any other duties assigned in order to fulfill the objectives of the Corporation.

External Relationships

Consumer-Members: Advises and assists customers in every way possible. Takes advantage of the opportunity to obtain increased understanding and acceptance of cooperative objectives, policies, plans and programs.

General Public: Maintains good relations in all contacts with the general public.

Suppliers/Vendors: Maintains a good relationship with all outside vendors the Cooperative purchases materials and supplies from.

Position Specifications

Basic Qualifications

- (a) Job Knowledge, Training and Experience: Must be able to learn and apply information from technical manuals in the completion of duties. Completes reports and solves problems which require attention to detail and accuracy. Prior experience preferred but not necessary. High school diploma, or equivalent, required.
- (b) Equipment Operated: Must be able to operate assigned equipment. Must possess or be able to obtain a valid Georgia driver's license.
- (c) Abilities and Skills: Must be able to carry out a variety of activities which requires a high degree of accuracy and attention to detail. Position requires on-going contact with other departments under various circumstances which require tact and diplomacy.
- (d) Physical Effort: Must be able to perform the activities as listed in the position description. Activities are performed at a desk or in the field. Sitting, walking, standing, climbing, and lifting moderately heavy materials and equipment are required.
- (e) Working Conditions: Inside and Outside work in all kinds of weather which could include working some nights, weekends, or holidays may be required. Some overtime may be necessary.

Preferred Qualifications

- (a) Experience: At least 6 months of experience in maintaining inventory records for electrical industry or related supply management.
- (b) Abilities and Skills: Currently in possession of a valid Georgia driver's license without any violations that would prohibit insurability.

After an offer of employment has been made, a background check and a physical examination is required; which will include both alcohol and drug testing.