

Inventory Clerk/Stock Keeper

The South Hadley Electric Light Department (SHELD), a municipal electric utility company with 8,000 customers and over a century of service to the people of South Hadley, is seeking a qualified Inventory Clerk/Stock Keeper to provide the Department with support services and assist the Department Accountant in procurement operations.

Job Duties:

1. Perform shipping and receiving duties, including but not limited to the following:
 - a. Manage stock levels, material ordering, and deliveries to support Department operations
 - b. Examine received shipments for quantity verification and damage
 - c. Evaluate warehousing and storage procedures for economic space utilization and efficiency
 - d. Keep stock and garage organized and in order
 - e. Keep yard and outside storage areas clean and organized
2. Provide mobilization and demobilization support for field personnel, including but not limited to the following:
 - a. Coordinate with Operations team and Telecom crew for support and materials
 - b. Order new tools as directed
 - c. Issue and track tools from tool crib, utilizing tool tracking program
 - d. Return tools to tool crib after performing check-in and safety check procedures
 - e. Order, issue, and track inventoried expendables for field personnel
 - f. Run errands and materials for Operations and Telecom
3. Maintain accurate records of Daily Worksheets and Installed Lighting Inventory.
4. Maintain accurate records of Department fuel inventory, including deliveries and dispensing.
5. Inventory System
 - a. Perform monthly, yearly, and periodic inventory calculations, as directed.
 - b. Use software and technology to manage and update inventory records.
 - c. Maintain inventory records to share with accounting department
6. Perform routine building and yard maintenance, including but not limited to the following:
 - a. Re-lamping of light fixtures
 - b. Trash removal
 - c. Minor repairs to doors, windows, furniture, etc.
 - d. Cleaning, window washing, pressure washing, vehicle washing, as directed
 - e. Keep the building front clean and free of debris.
 - f. Trim weeds and brush, when needed.
 - g. Keep walkways and steps clear of snow and ice, snow blowing and shoveling, when needed
 - h. Be responsible for the flag
 - i. Check and restock water coolers, cups, bathroom supplies, office supplies, when needed

Inventory Clerk/Stock Keeper Cont'd

7. Operate revenue-meter data collection equipment and field read meters as required for billing purposes.
8. Serve on-call during Emergency restoration, providing assistance as directed.
9. Perform all other ancillary assignments or duties as directed by Operations Manager.

Physical Requirements: Inventory clerk/Stock keeper must be able to: Stand or walk for long periods; Climb and maintain balance on ladders and scaffolds; See well (naturally or with correction) and distinguish colors; Reach for, handle and grasp wires and hand tools; Bend, crouch, and work in small places; and lift and carry objects weighing up to 50 pounds.

Reporting Relationships: The inventory clerk/stock keeper reports directly to the Operations Manager. The inventory clerk/stock keeper assists the department and other staff as needed.

Qualifications:

Education: High School diploma or equivalent

Licensure: Must possess a valid MA driver's license and have a safe driving record accepted by our insurance company. Must be able to obtain a hoisting license for operating the forklift.

Related Experience: Two to three years of experience with tools and equipment used in building maintenance or equivalent related experience.

Must live within a reasonable driving distance and be able to report to work within 30 minutes as defined in the Union contract.

Job Knowledge/Skills Required:

1. Ability to follow specific directions
2. Ability to organize and evaluate priorities while following various tasks concurrently
3. Repeat tasks of short duration according to a set procedure
4. Perform arithmetical operations rapidly and accurately
5. Personal computer skills (Windows operating environment), including Outlook, Excel, and inventory system
6. Critical thinking and problem-solving skills
7. Ability to work independently and as part of a team
8. Good communication and interpersonal skills

This is a full-time position with excellent benefits including a Massachusetts Public Employee Pension Plan. The starting salary range for this union position is \$27.08 – \$27.89 per hour. Qualified candidates can apply by submitting a resume to Kim Mendoza at South Hadley Electric Light Department - kmendoza@sheld.org.