



WAGNER EQUIPMENT CO. Job Description

JOB TITLE: General Warehouse

DEPARTMENT: Parts

REPORTS TO: Assistant Manager or Manager with day-to-day direction being provided by Leads in some cases

Job Code: 146

Full Time	<input checked="" type="checkbox"/>	Supervisory	<input type="checkbox"/>	Exempt	<input type="checkbox"/>
Part Time	<input type="checkbox"/>	Non-Supervisory	<input checked="" type="checkbox"/>	Non-exempt	<input checked="" type="checkbox"/>

POSITION SUMMARY

This position is responsible for following established procedures while carrying out various warehouse functions as assigned. Depending on location or branch, the General Warehouse may be asked to perform *some or all* of the functions listed in this description.

Direct reports: None

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Administrative:

- Processes customer and shop credits
- Performs various housekeeping tasks to ensure work areas are clean and free of safety hazards
- Checks orders for accuracy

Organizational:

- Works cooperatively with fellow team members to accomplish warehouse/parts goals
- Follows all safety rules and regulations when completing job responsibilities

Interpersonal:

- Calls to schedule pick ups
- Effectively interfaces with internal and external customers

Sales: NA

Technical:

- Pulls parts according to customer and shop orders and delivers parts to packing area
- Identifies the required delivery method and packs parts accordingly
- Prepares freight for delivery by shipper, secure to pallet and complete shipping paperwork
- Receives shipments, including verifying accuracy of parts and quantity
- Inventories parts by verifying parts and quantities against system inventory
- Place parts on shelves
- Fills emergency back orders and delivers to proper location
- As needed, drives parts to designated location
- Moves parts and materials with a forklift
- Assembles hoses as a secondary function
- Conducts core inspections as assigned

Supervisory: NA

ESSENTIAL JOB REQUIREMENTS

Minimum Education Required: High School Diploma or GED

Minimum Experience Required

Basic familiarity with light industrial equipment including saws, hoisting equipment and hose presses

Certificates, Licenses and Registrations Required: Motor vehicle license

Preferred Skills and Competencies

Ability to multi-task in a face paced environment

Ability to operate a motor vehicle

Computer Skills

Basic familiarity with a computer keyboard and computer screens, Ability to navigate through menus and options

ADDITIONAL INFORMATION

Working Conditions

Noise Environment Quiet Indoors Moderate Outdoors Loud Both

Physical Requirements (Checked requirements indicate more than 1/3 of the time spent on the job)

Standing Sitting
Walking Use of Hands
Talking Hearing
Weight / Lifting None 1-25 lbs 26-50 lbs More than 50 lbs

Travel Requirements:

None 1-25% 25-50% 50-75% 75-100%

Limitations and Disclaimer

This job description is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Wagner Equipment Co. will reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.