

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Combination Worker
JOB CODE: 037154
DATE PREPARED: October 6, 1993

SUMMARY STATEMENT

The incumbent is assigned to specific jobs which incorporate job duties of both driving and warehousing job classifications to enhance efficient operation of warehousing functions. This position is subject to all of the federal/state regulations and REECo policies, codes, and procedures applicable to either the Warehouse Clerk (Teamster), Stockroom Clerk (Teamster), Forklift Driver (Teamster), or the Light Duty Truck Driver positions. The incumbent may perform all or any portion of the below-listed duties. The classification is designed to be flexible.

DIMENSIONS

The incumbent reports to a foreman or an exempt supervisor. This position has no supervisory responsibility.

NATURE AND SCOPE

1. Performs issuing actions using an automated system and issues materials over the counter including packaging and preparation of shipping description, labels, drop point number, and any other required documentation such as delivery ticket; enters proper issuing information into computer;
2. Receives shipments including opening, checking for quality, and matching with purchase order; enters appropriate receiving data into computer;
3. Stocks/arranges materials in predetermined location throughout warehouse and adjacent compounds using forklifts and various other material handling equipment;
4. Controls hazardous materials in accordance with specific regulations for storage/handling/shipping;
5. Performs transport requirements driving any single vehicle (Type "C") not in excess of 26,000 pounds Gross Vehicle Weight Rating (GVWR) or more or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR; may drive vehicles which are placarded for hazardous materials;
6. Spots larger rated trucks within warehouse compounds only;
7. Performs a vehicle inspection before driving/operating his or her vehicle;
8. Maintains familiarity with appropriate truck transport equipment;
9. Prepares a written Driver Vehicle Inspection report at the completion of the day's work on each vehicle operated;
10. Supervises the loading and offloading of cargo onto his/her vehicle; secures vehicle's cargo in a safe and reliable manner to prevent damage, spills, or leaks;
11. Ensures that the proper license and certification to perform the required task is in possession;
12. Adheres to all applicable traffic regulations;
13. Adheres to all Company EEO, affirmative action, environment, safety, health, quality, and security programs;

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14. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional-to-frequent standing/walking on all types of terrain while performing job duties;
2. Occasional sitting while working at computer; frequent sitting while driving vehicle; driving duties may be subject to jarring/bouncing/vibration during equipment operation;
3. Frequent lifting/carrying 5 to 50 pounds of materials/supplies/office equipment; occasional lifting 50 to 100 pounds while loading/unloading vehicles using hand trucks/carts;
4. Frequent pushing/pulling using both hands/arms exerting a force up to 30 to 70 pounds while moving/sliding heavy safes/desks and other furniture items or while maneuvering hand truck/carts laden with materials/supplies;
5. Occasional climbing stairs/stepladders while moving equipment upstairs/downstairs or while stepping into vehicles;
6. Occasional kneeling/crouching while loading/unloading vehicles, moving furniture, and when inspecting vehicles;
7. Frequent pushing/pulling with both hands exerting 35 to 75 pounds of force while maneuvering hand trucks/carts laden with materials/supplies;
8. Frequent bending/twisting at waist/knees while loading/unloading vehicle and at waist/neck while driving;
9. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while loading/unloading, driving, working on computer, and when performing manual labor warehouse duties;
10. Constant use of sight abilities, good peripheral vision, depth perception, hand/eye/foot coordination, visual acuity in near-, mid-, and far-range of vision;
11. Constant use of speech/hearing abilities for customer/vendor service and while communicating with coworkers/supervisors;
12. Frequent use of smell to identify chemical spills/leaks of material being transported as support in safety awareness.

Mental

1. Good verbal communication skills are required in routing exchanges of information, communicating with coworkers/supervisors, and in giving/receiving instructions;
2. Good written communication is required while completing logs and processing Vehicle Inspection Reports, Hazardous Materials checklist, and computer reports;
3. Must be able to read/write/speak English;
4. Basic mathematical skills are required;
5. Concentration, alertness, and attention to detail are necessary while monitoring routine processes and operating motor vehicles;

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6. Must have good reasoning skills to be able to apply established procedures effectively and safely;
7. Must be able to deal with time constraints to ensure project completion in a timely and safe manner;
8. Must be able to work without direct supervision.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed inside in warehouse or office environment and outdoors with exposure to all types of weather.

Tools & Equipment Used: Computer, telephone, general office equipment, material handling equipment (i.e., hand truck, carts, dollies, barrel jack, safe moving equipment, forklifts, and light duty trucks). Safety equipment includes hard hat, safety glasses, back belt, and steel-toed safety shoes.

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of experience in warehousing, receiving, and issuing of materials is preferred; one year of experience working on computer terminals with skill in access/input/retrieval of information. Must have documented formal training in hazardous material transportation (D.O.T. CFR 49 and HM181) within 90 days of employment in the position. Knowledge of proper groundman forklift hand signals is required.

Two years of light duty truck driving experience within the last seven years may be required. Must be physically qualified in accordance with the Federal Motor Carrier Safety Regulations and be able to pass a driver skills test, administered by the Fleet and Equipment Department, for Commercial Driver License (CDL) standards. Must be 21 years or older.

OTHER SPECIAL QUALIFICATIONS

Valid Class "C" CDL with "H" endorsement is preferred. Must have Nevada driver's license before coming to work.

Basic computer skills are required. The incumbent will be required to attend REECo Hazardous Material Basic Course and obtain a 70 percent or better score on the exam.

Must certify on up to one-ton forklift operation and score 70 percent or better on the forklift qualification test.