

**Doyon Utilities, LLC  
Job Description**

<b>JOB TITLE</b>	Material Handler/Inventory Clerk	<b>LOCATION</b>	JBER Depot
<b>REPORTS TO</b>	Site Manager	<b>HOURS</b>	40 Hours per week
<b>TYPE OF POSITION</b>	Full Time, Regular	<b>SCHEDULE</b>	M-F 7:30am-4:00pm
<b>WAGE RANGE</b>	Union Scale	<b>FLSA STATUS</b>	Non-Exempt
<b>BARGAINING GROUP</b>	IUOE	<b>DATE</b>	11/27/2019

**POSITION OBJECTIVES:** The position is responsible for the coordination of JBER purchasing activities which includes the physical and administrative control of receipting, stocking and issuance of material and equipment utilizing Maximo, DU's accounting and computerized maintenance management system software.

**ESSENTIAL FUNCTIONS:**

1. With direction, develop purchase requests which support utility operations.
2. Receive material shipments and complete corresponding dock copies.
3. Issue material to construction crews based on project material lists.
4. Verify material invoices.
5. Deliver materials to construction sites.
6. Assist Administrative Assistant in generation and maintenance of Maximo entries.
7. Provide backup office services in the absence of the Administrative Assistant.
8. Pickup material and equipment from Anchorage-based vendors.
9. Perform vehicle inspection and cleaning.
10. Inspect shop and safety equipment.
11. Perform light equipment maintenance.
12. Other duties as assigned.

**JOB SPECIFIC COMPETENCIES:**

1. Ability to work with minimal supervision.
2. Ability to manage time effectively when accomplishing tasks, projects and goals.
3. Ability to listen, write and speak effectively. Ability to multi task and support various activities.
4. Familiar with business office equipment such as copiers, printers and fax machines.
5. Knowledgeable in the use of Microsoft Office applications.

**REQUIRED QUALIFICATIONS:**

1. High School diploma or equivalent required
2. Valid State of Alaska driver's license
3. Must be eligible to work on a military installation in Alaska
4. Must maintain a Class B Commercial Driver's License from the State of Alaska

**PHYSICAL EFFORT:** Work requires stooping, bending, climbing and standing for long periods of time. Work requires good coordination of eyes, hands, legs and body. Some moderately heavy lifting is required. Incumbent must be able to lift a minimum of 50 pounds to shoulder level.

**CONDITIONS AND ENVIRONMENT:** This position is required to work both indoors and outdoors. Employee may be exposed to heat, cold and frequent changes in temperatures. Work often will be dusty, dirty or in snow.

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Employee Signature

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Date