



Your Touchstone Energy® Cooperative



**Job Title:** Assistant Warehouseman  
**Location:** Dubois, WY  
**Job Type:** Full Time  
**Salary:** \$29.23 Hourly

**Open Date:** 03/18/2024

### **OPEN UNTIL FILLED**

Applicants must complete employment application online at: [Employment Opportunities | High Plains Power](#)

### **SUMMARY**

Assistant Warehouseman assists with maintaining adequate and organized inventory of supplies and materials and cleans and maintains the facilities and grounds in a safe and efficient manner.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Loads/unloads freight, trucks and trailers. Issues, receives, verifies and stores materials and supplies. Prepares packages for shipping to assist in timely delivery and receipt of needed items.
- Assists operations by preparing certain assembly units, delivering materials and tools items to the job site and helping as needed.
- Makes required contacts with property owners, tenants, and others pertaining to tree trimming. Responds to tree trimming and removal questions from member-owners.
- Assures facilities are clean, orderly and maintained, including snow removal and lawn care in compliance with best practices and safety standards.
- Ability to operate a backhoe, skid steer, fork lift (skid steer mounted, conventional and electric) and other equipment owned by Cooperative.
- Assists with annual physical inventory and other inventory as required or requested. Reconciles inventory shortages/overages reporting to Operations Support Supervisor and Chief Operating Officer.
- Evaluates items for salvage, return or retirement and restocks as necessary. Assists with the identification of surplus, obsolete, and scrap tools and equipment within the inventory system.

- Performs PCB oil sampling of transformers and equipment and maintains records for compliance.
- Conducts weed spraying at facilities and substations.
- Participates in programs for job skill and professional development. Attends all safety meetings pertinent to this position.
- NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

## **MINIMUM QUALIFICATIONS**

High School Diploma/ HISET and 6 months related experience and/or training; OR equivalent combination of education and experience.

Must have a valid driver's license and obtain a valid Wyoming Class A Commercial Driver's License (CDL) within 6 months of hire; must keep current and valid throughout employment.

Must obtain Commercial Applicators license within 1 year of hire.

## **WORKING CONDITIONS**

Work is performed both inside and outside. The employee must frequently move up to 50 pounds and occasionally move up to 100 pounds. Employee must frequently navigate stairs and ladders. Must recognize, avoid, and communicate safety hazards to others. There may be moderate safety hazards, primarily from falling objects or improperly handled equipment. Normally have regular hours of work with irregular volume of activity. Some overtime may be required.

This position requires occasional travel to high voltage electrical substations, metering locations and commercial/industrial locations. While performing the duties of this job, the employee frequently works in outside weather conditions and in industrial settings where the noise level can be moderate to high. The employee may occasionally work near mechanical parts, in high or precarious places and may occasionally be exposed to fumes or airborne particles, as well as the risk of electrical shock.

## **NOTES:**

- FSLA: Non-Exempt
- High Plains Power is an Equal Opportunity Employer and acts in accordance with ADA, reasonably accommodating qualified applicants with disabilities.
- Eligible applicants meeting the minimum qualifications will be notified only if offered an interview. Transcripts of relevant coursework, degrees, and/or vocational or technical education will be required upon interview.
- Successful applicants must pass a background/reference check, medical assessment, and drug test before hire.
- All employees must register with driver risk management and consent to continuous motor vehicle record monitoring.

- High Plains Power is a drug-free workplace. All employees are subject to drug testing while employed.
- High Plains Power offers a competitive benefits package including medical, vision, dental, life insurance, and long-term disability; 401k Pension Plan, Retirement Security Plan, paid holidays, PTO, and tuition reimbursement program.