

North Plains Electric Cooperative, Inc.
Perryton, Texas
Job Description: Warehouseman

JOB TITLE: Warehouseman	POSITION CODE: 35-3611 19E
DEPARTMENT:	
REPORTS TO: Engineering & Operations Manager & Warehouse Supervisor	
APPROVED BY: _____ <i>General Manager</i> <i>Date</i>	

<i>Human Resources</i> <i>Date</i>	

Revised 10/15/2026

Position Summary:

Supports the Purchasing Agent by receiving, storing, issuing, and delivering construction, maintenance, and other materials. Maintains the Perryton warehouse, pole yard, office building, grounds, and related work areas in a clean, safe, neat, and orderly condition. Travels to and assists with inventory management, material handling, deliveries, and other warehouse-related functions at the Canadian warehouse as needed.

ESSENTIAL FUNCTIONS (ACCOUNTABILITIES & RESPONSIBILITIES):

JOB DUTIES

Warehouse and Material Handling

- Assist with receiving materials and supplies and store them in the proper locations.
- Assist contractors and Cooperative personnel with receiving and issuing construction and maintenance materials.
- Load and unload trucks using safe material-handling practices.
- Place poles on the appropriate racks according to size.
- Uncrate transformers and organize them according to kVA capacity and voltage.
- Assist with maintaining accurate records for inventory control.
- Deliver materials to job sites as needed and return unused or returned materials to the warehouse.
- Assist with servicing Cooperative vehicles when required.
- Maintain the warehouse and pole yard in a clean, safe, neat, and orderly condition.

- Transport and deliver materials, equipment, and supplies to line crews and job sites, including emergency and outage restoration locations, to ensure safe and efficient field operations.
- Transports and delivers scrap wire, metals, and other recyclable materials to approved recycling facilities as needed.

Building and Grounds Maintenance

- Inspect heating and cooling equipment, replace filter pads, perform minor maintenance, and report defects that cannot be repaired within the scope of the position.
- Sweep sidewalks and mow, trim, prune, water, spray, fertilize, and care for shrubs and grounds to maintain an orderly and attractive appearance.

Training and Development

- Attend NPEC safety meetings and classroom training provided by the Cooperative.
- Travel to off-site training centers when required. Training may require out-of-town travel for up to five days at a time, generally Monday through Friday.

Safety and Equipment Maintenance

- Wear appropriate work clothing and required personal protective equipment, including a hard hat, leather gloves, safety glasses, flame-resistant clothing, and other safety equipment as necessary.
- Attend regularly scheduled safety meetings.
- Follow Cooperative policies and applicable NEC, RUS, OSHA, state, and other regulatory requirements while performing assigned work.
- Remain alert for safety hazards and report or correct hazards as appropriate.

Records and Reporting

- Prepare accurate personal time records for payroll and documentation purposes.
- Complete and submit required reports for assigned trucks or equipment.

Additional Responsibilities

- Perform other duties as assigned that are consistent with the responsibilities of the position.

JOB REQUIREMENTS

- Demonstrate a commitment to learning the position, developing required job knowledge, and progressing through applicable competency assessments and/or performance evaluations.
 - Comply with the Cooperative's drug and alcohol testing policy.
 - Maintain CPR and First Aid certification as offered through the Cooperative.
- Possess and maintain a valid **Class A Commercial Driver License (CDL)**, including any endorsements required for assigned vehicles or duties.

- Remain qualified to operate Cooperative vehicles under applicable law and Cooperative policy.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Successful completion of a pre-employment physical and physician's release is required.
- Occasionally lift and move materials weighing up to 100 pounds.
- Load and unload materials at job sites and in the warehouse.
- Use shovels, tampers, and basic hand tools.
- Work in warehouse, yard, grounds, and job-site environments and travel as required for assigned duties and training.

REQUIRED PERSONAL CLOTHING & TOOLS

- Steel-toe footwear.
- Jacket, coat, and coveralls.
- 100% cotton shirts and jeans until eligible for Cooperative assistance with shirts and jeans.
- Employees are responsible for purchasing any tools they wish to use that are not supplied by NPEC.

Evaluation Process

- Initial evaluation period may include daily and weekly assessments during the first six months
- Ongoing performance evaluations are conducted annually and as needed
- Evaluations are based on job knowledge, safety practices, reliability, recordkeeping, and teamwork

Signature _____ Date _____