



NOTICE OF JOB OPENING PART TIME WAREHOUSE ASSISTANT

Posting Date: January 18, 2023
Department: Power
Reports to: Purchasing Agent
Salary Range: \$15 per hour
Position Type: Part-Time – 15-20 hours per week –
8:00 a.m. to Noon – Monday through Friday
How to Apply: Applications available at bountifulutah.gov
BOUNTIFUL CITY APPLICATION REQUIRED
Send to: Human Resources, 795 South Main Street, Bountiful, UT 84010
Email: jobs@bountiful.gov
Application Deadline: 6:00 P.M., Wednesday, February 1, 2023

Overview:

Responsible for assisting the Purchasing Agent with all warehouse functions including maintaining an adequate supply of the materials, supplies, tools, gear, etc. used by Bountiful City Light & Power. Balances the need to have sufficient items on hand to cover all circumstances with the need to use City funds in a responsible manner.

Essential Responsibilities:

- Pick up needed supplies for the office, warehouse, and the power plant.
- Monitor the stock of all inventory and non-inventory items to help maintain the required minimum and maximum quantities.
- Receive materials that are delivered and unload trucks.
- Take oil samples from transformers and send them in to be tested for PCB levels. Coordinate oil disposal with a reputable recycling company.
- Load trucks with scrap wire, metals, and other unwanted materials / equipment, and transport to recycling centers to sell for scrap or arrange to deliver these unused items to the Bountiful City Landfill.
- Deliver parts to crews on job locations and process items to be shipped by UPS.
- Maintain the cleanliness and security of the buildings and grounds . Check gates and fencing for damage and make repairs as needed.
- Responsible for building maintenance, including repairs of plumbing, electrical, etc. Duties also include keeping the restrooms in good repair and well stocked.
- Assist the Purchasing Agent with all other duties as assigned.
- Seasonally, may be responsible for mowing and edging the lawn.

Knowledge, Skills and Other Characteristics:

- Able to work safely, solve problems and make decisions using facts and personal judgment.
- Able to deal with various kinds of people and to communicate effectively and persuasively both verbally and in writing using good language skills. This includes governing boards, citizens, customers, and employees.
- Capable of working in sometimes stressful and high pressure situations and able to positively interact with department personnel, vendors, and public contacts.
- General knowledge of electric utility operations, purchasing, inventory, and warehouse operations.
- Must have basic math skills and the ability to audit invoices.
- Must be able to gather, collate, and or classify information related to inventory.

Physical Requirements:

- Frequent lifting and/or carrying of objects weighing up to 50 lbs.
- Requires a significant degree of walking, standing, reaching, and/or other physical activities.

Qualifications:

- High school diploma, GED, or equivalent required.
- Valid Utah Driver's License
- Must be able to pass a pre-employment background, drug test and driving record check.