



JOB DESCRIPTION: UTILITY WORKER (WAREHOUSE)

WHO WE ARE

Monroe County Water Authority is a not-for-profit public benefit corporation that reliably provides quality, affordable water to foster economic vitality and enhanced quality of life for Monroe County and area communities who request service. Currently serving over 700,000 people in Monroe and its five adjacent counties, MCWA produces and delivers an average of 60 million gallons of water each day.

WHAT WE OFFER

- \$22.85 - \$33.01/hour
- Scheduled 40 hours per week
- Overtime opportunities
- Health insurance
- Dental insurance
- Life insurance
- Paid vacation
- 12 paid holidays per year
- Five personal days
- Deferred compensation plan
- New York State Employees Retirement System

TYPICAL WORK ACTIVITIES

- Loads and unloads trucks at receiving docks
- Loads stock orders on pallets in proper sequence for daily delivery and transport to dock for shipment
- Operates a hand motorized forklift truck in transporting supplies and equipment within a warehouse, and performs routine maintenance on equipment
- Picks up empty pallets and stores for future use
- Checks shipments against invoice for correct count, quantity and condition, and contacts supervisor regarding shortages or damaged stock
- Breaks surplus stock down into units and stocks shelves
- Advises supervisor when stock is running low
- Verifies purchases by checking shipments against purchase orders
- Makes appropriate entries on delivery or shipping sheets such as quantity received or shipped, condition, description, destination, etc.

- Assists in physical inventory of bulk and open stock, counting and recording on standardized cards
- Pulls items from open stock, fills orders, packages and label orders
- Makes deliveries to field personnel
- Other duties as assigned

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENT

Possession of New York State Class B Commercial Driver's License (CDL) at time of appointment.