



## Warehouse Coordinator

### Job Purpose

The Warehouse Coordinator is responsible for the administering and handling of all stocked utility materials for EQUUS employees. The Warehouse Coordinator ensures that all material is ready for construction work orders, and accurately records salvaged and re-useable material. Responsible for the overall tidiness of the shop and the yard, this position manages all building maintenance for the South Area, Medicine Hat office.

Working collaboratively with the South Area team, the Operations Leader – South, and the Operations Leader – Supply Chain, this role is also part of the EQUUS Warehouse team, aligning warehouse activities and standards across all EQUUS locations.

### Duties

#### Warehouse and Building Maintenance Duties:

- Clean, organize and maintain the warehouse, shop, and yard
- Physically receive deliveries, put away orders and verify receipt
- Work with all EQUUS Areas to align warehouse standards
- Skid and pack salvaged transformers and arrange transport with suppliers
- Monthly inspections of yard, building, and equipment
- Manage pick up and drop deliveries of wire bins, garbage, and recycling containers
- Responsible for deliverable utilities (water, sewer, etc.)
- Assist in trouble calls when possible after hours, on request
- Perform snow removal and groundwork as required (both sidewalks and yard)
- Manage building requirements for inspections, and secure third party inspection and certifications, as required

#### Inventory Management Duties:

- Work with Claresholm warehouse coordinator, Area Service Administrators, Estimators, and the Field Service Leader to ensure required material is ordered, issued, and stocked as needed
- Update bin locations and warehouse mapping on an ongoing basis
- Pick orders for new construction projects, planned programs, and trouble calls
- Monitor inventory levels and order material based on EQUUS' procurement policies
- Create and receive purchase orders and manage purchasing documentation
- Re-issue salvaged material back to the Warehouse in EQUUS' inventory management program
- Finalize and close-out work order inventory in EQUUS' inventory management program
- Enter material sheets in EQUUS' inventory management program
- Transfer material in the inventory management program and arrange transport
- Perform bi-weekly/ monthly warehouse cycle counts, investigate and adjust inventory as required
- Perform monthly pole, transformer, and breaker verification
- Administer cycle count lists on Safety Meeting day for truck counts and enter into inventory management system
- Assist in setting up minimum and maximum inventory levels for the North Area based on requirements



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- Maintain the South Area, Medicine Hat transformer spreadsheet and reel inventory list
- Assist in Supply Chain Management Inventory/ warehouse projects as needed and participate in bi-weekly warehouse meetings

### Additional Duties

Additional duties may be requested and directed by the Leaders as required.

### Review and Approval of Work

This position reports directly to the Operations Leader – South.

This position will also coordinate and collaborate with the Operations Leader – Supply Chain Management, as pertains to inventory management duties and EQUS' Supply Chain Management program.

### Job Requirements/Education

- Grade 12 or Equivalent
- Experience working with an Inventory Management program
- Proficiency with Microsoft Office programs
- Minimum of two years of experience in warehousing and inventory
- Utility industry experience is preferred
- Experience upholding a Corporate Safety Program is considered an asset
- Valid Class 5 Drivers License
- Experience in operating a skid steer (with various attachments), forklift and various other pieces of equipment as required.
- Compensation
- EQUS strives to attract and retain highly skilled talent and expertise vital to our organization's success. We offer competitive wages, a comprehensive benefits package, and excellent opportunities for development and growth.

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