



TULLAHOMA UTILITIES AUTHORITY

Electricity, Water, Wastewater
Television, Internet, Telephone

901 S. Jackson St.
Tullahoma, TN 37388

931-455-4515

www.tub.net



Title: Warehouse Clerk/Courier
Reports To: VP of Administration/CFO & Warehouse Supervisor/Plant Accountant
Department: Administration
Deadline to apply: December 3, 2021

Position Overview:

This position works directly with other warehouse/accounting personnel in completing routine and as needed job functions as related to material accountability including procurement, shipping, receiving, warehousing, and plant and fixed asset accounting. Applicant must be suited to operate in numerical accountability environment and be willing to learn utility numerical accounting systems.

Job Functions:

- Open Utilities Service Center daily, unlock all office doors, raise & lower flags. Perform general maintenance including daily sweeping of all sidewalks, daily policing of grounds for paper, etc. De-icing of sidewalks in winter, replacing light bulbs, cleaning of vault, and other functions as needed.
- Inspect work performed by janitorial service, noting exceptions on the form provided, maintaining records of inefficiencies, and covering items noted with janitorial service.
- Daily check of coffee stations, wipe down table as needed and maintain adequate supply of coffee, filters, cups, sugar & creamer, paper towels, and dish detergent.
- Daily check of bathrooms, verifying & maintaining adequate supply of soap, toilet paper, paper towels, deodorizer, etc.
- Stocking of storeroom with office supplies, performing daily inspections to assure maintenance of adequate quantities.
- Relocate general office records to archives as needed.
- Perform daily courier work to Post Office, banks, and suppliers as per schedule assigned by VP of Administration. Other trips as needed will be assigned by VP of Admin.
- Perform regular cleaning of company vehicle, along with sweep and wash down the loading dock area including the area under the canopy where trucks park.
- Inspect all fire extinguishers inside the TUA service center, report any discharges fire extinguishers immediately.
- Unload & load freight trucks as needed, including operation of forklift.

- Communicate with Purchasing Agent/Plant Accountant/Warehouse Supervisor on daily activities and/or needs to improve warehousing/shipping/receiving operations.
- Communicate with department supervisors regarding upcoming projects as relates to inventory items or materials necessary to complete project.
- Maintain updated materials specifications and be able to communicate stocking needs based on catalogs and TUA's standard materials specifications.
- Maintain proper levels of routine inventory quantities as well as prepare for upcoming projects.
- Project future materials uses based on past materials usage.
- Verify materials receipts versus purchase orders.
- Shipping and receiving of incoming and outgoing materials and record keeping of those transactions.
- Be a team worker in conducting Annual and Spot Inventories.
- Available to respond to emergency situations.
- Other duties as assigned by Supervisor.

Requirements:

- Applicants are required to have a high school diploma or equivalent.
- Some experience in supply chain related field preferred but not required.
- Proficient in Microsoft Word and Excel or ability to learn.
- Ability to learn new and different concepts.
- Ability to lift 70 lbs.
- Maintain proper personal hygiene and professional appearance.
- Ability to use time effectively to meet required schedule. Ability to communicate in neat and legible handwriting and verbally to others.
- Follow TUA Policies, Rules and Regulations as written.
- Good attendance record from prior employment
- Ability to operate forklift desired.
- Valid Tennessee driver's license.
- To qualify, applicants must have a valid Tennessee driver's license and live (or be willing to relocate) within a 20-minute drive of the TUA service center.

Other Details:

TUA is a progressive municipal utility, providing electricity, water, wastewater, cable television, gigabit internet, and telephone to a community of approximately 20,000 residents. TUA employs 85 personnel and operates with a \$50 million budget.

TUA offers excellent benefits including:

- Health insurance (100% paid for employee, 75% paid for family)
- Dental insurance (100% paid for employee)
- Life insurance (100% paid for employee at 4X salary)
- Long term disability insurance (100% paid for employee)
- Employee uniforms (100% paid for employee)
- Tuition reimbursement (up to 100% paid for employee)
- Defined contribution retirement (company contributes 12% of salary)

Candidate will be required to submit to a physical examination, pre-employment drug testing, and a background examination. TUA is a drug free workplace and an equal opportunity employer, and employee will be subject to random Drug and Alcohol Tests per company policy.

Please apply at the Tullahoma Utilities Authority office located at 901 S. Jackson Street between the hours of 7:30 AM and 4:30 PM, weekdays. Applications will be accepted through Friday, December 3, 2021.