

**City of West Point  
Water & Light Warehouse**

**Job Title:** Warehouse Manager/Receiving Clerk      **Salary:** \$ Experience Dependent (Hourly)

**Department:** City of West Point, MS Water & Light Department

**Work Shift:** Monday-Friday 8:00 A.M-5:00 P.M (unless called in for emergency situations)

**Location:** 331 Washington Street (Warehouse)

**Supervisor(s):** Electric & Water Department Foremen

**Minimum Requirements:** High school education, excellent communication oral and written skills, basic computer skills, ability to master computer based inventory, warehouse, and work order management.

**Primary Duties of Warehouse Manager:**

- Receive shipments for all City Departments
- Must be able to manually pick up and move around heavy packages up to 35 pounds, and heavier items by floor jack or forklift
- Ensure all items for Water & Light Department crews are placed appropriately in warehouse
- Ensure other Departments are notified of deliveries for pickup
- Annual inventory. (Take an actual count on all inventory items before end of FY June 30<sup>th</sup>)
- Answer phones properly “West Point Water & Light, Your Name, How may I help you?”
- Direct calls or take messages for other in house departments, Building Department, Purchasing, or IT
- Evaluate calls for the Water & Electric Department crews
- Setup and track work orders for the Water & Electric Department crews
- Compute time and transportation sheets for Water & Light crews
- Maintain physical inventory at the Water & Light warehouse, includes stock levels and timely reorders
- Forward phones as appropriate for after hours, weekend, and holidays at 5:00 P.M on the last duty day prior
- Switch after hour answering phones back at 8:00 a.m. on the next regular work day
- Lock and unlock doors & gates at warehouse 8:00 a.m. or earlier daily
- Cleaning of floors, empty garbage, supply restrooms with soap, tissue & paper towels
- Keep records of gas and diesel used daily. Checking gas and diesel tanks weekly
- Working for the public, you must always be nice and polite.
- Employees must have access to personal transportation to and from and be at work on time
- The City of West Point does pre-employment and random drug test, you will have to take and pass them
- Other legitimate tasks as assigned by immediate or higher level supervisors
- The City of West Point is an Equal Opportunity Employer