



GENERAL POSTING

Position: Warehouse Associate III (2)
Business: Standards of Excellence
Location: PG&E Rohnert Park, CA
Reports to: Edison Murillo
Job Type: Full-time (40 hours)
Pay Rate: Hourly

POSITION SUMMARY:

Warehouse III associate functions as the Drivers' Helper and assists with delivery and installation of products.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists with delivery and installation of appliances and plumbing products to homes or other locations.
- Follows installation directions and instructions of delivery driver.
- Assists in the connection of wire and cords, overall prep of certain products / jobs as directed.
- Loads truck.
- Issues or obtains customer signature on receipt for pickup or delivery.
- Maintains active forklift certification.
- Responsible for executing all safety protocols.
- Cleans inside of truck.
- Performs routine inspections on vehicle.
- Ethics: Treats people with respect and keeps commitments. Inspires the trust of others. Works ethically and with integrity. Upholds organizational values.
- Diversity: Demonstrates knowledge of EEO policy. Shows respect and sensitivity to cultural differences. Educates others on the value of diversity. Promotes a harassment-free environment. Builds a diverse workforce.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE

- High School Diploma or equivalent
- Three months to one year experience in warehouse and/or installations
- Valid drivers' license
- Experience and ability to drive both standard and automatic transmissions.
- Forklift certified.

LANGUAGE SKILLS

- Demonstrated communication skills
- Demonstrated ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrated ability to read and write in English
- Demonstrated ability to read complex model numbers

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

- Ability to lift 50 lbs
- Ability to move heavy objects (up to 700lbs) with proper equipment