

TOHONO O'ODHAM UTILITY AUTHORITY

Position Description Warehouse Material Handler I

Department: Electric
Reports To: Warehouse/ Inventory Facilities Supervisor
FLSA Status: Non Exempt
Shift: 6:00 AM – 10:00 PM (Shifts may vary)
Salary Level: 3
Prepared By: Tohono O'odham Utility Authority
Approved By: Kristan Johnson, General Manager 
Approved Date: 08/03/2026

SUMMARY

Handles receiving and processing of incoming stock and materials, sorting, tracking, managing, organizing and distributing materials from the warehouse. Supports daily warehouse activities including inventory management and work order material fulfillment for all TOUA operations, and maintaining an organized and safe warehouse environment, keeping TOUA warehouse in a clean and orderly condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Receives, inspects, and verifies incoming shipments of materials, parts, supplies, and hardware.
- Accurately stocks materials in designated warehouse locations following established warehouse procedures.
- Picks, stages, and issues materials for field crews, work orders, and maintenance projects.
- Maintains accurate inventory records using warehouse management systems and software.
- Label, organize, and maintain storage shelves and areas to ensure efficient retrieval of materials.
- Performs regular cycle counts and assists with annual physical inventory audits.
- Operates and loads straight flatbed trucks (non-CDL) as required for deliveries and pick-ups as needed.
- Operate warehouse and yard forklifts.
- Loading and unloading delivery trucks and/ or company vehicles.
- Monitor stock levels and report low inventory or discrepancies to warehouse supervisors.
- Follows company safety procedures, including proper handling of heavy materials.
- Maintains a clean, organized, and safe warehouse and storage areas
- Perform on-call response during emergencies, storms, or outage repairs as needed.
- Assist the Warehouse/ Inventory & Facilities Supervisor as assigned.
- Other duties as assigned.

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the knowledge, skill and/or

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ability required. Requires demonstration of customer service skills.

- Required personal characteristics include: a team player, high integrity, good personal habits, regular work attendance, courteous and friendly, able to work well with diverse groups of people, and ability to gain and maintain the respect of others.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED).
- One (1) year of related experience and or training

LANGUAGE SKILLS

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Prefer ability to converse in the Tohono O'odham.

MATHEMATICAL SKILLS

- Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's

REASONING ABILITY

- Ability to solve practical problems, apply common sense understanding to carry out instructions in written or oral form.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License
- Forklift certification preferred
- Applicants selected for this position that do not have a Forklift Certification will be required to attain certification within six (6) months of employment

OTHER SKILLS and ABILITIES

- Attention to detail and accuracy, organization and prioritization.
- Ability to meet deadlines.
- Knowledge of scheduled work routines.
- Ability to plan daily routines and manage materials for multiple utility operations
- Ability to get along with co-workers

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.

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- The employee must have ability to safely lift and/or move materials up to 100 pounds.
- The employee is occasionally required to stand, walk, and sit for extended periods of time.
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, closed warehouses, and outside weather conditions.
- The employee is occasionally exposed to wet and/or wind conditions, fumes or airborne particles, toxic or caustic chemicals, and extreme heat.
- The noise level in the work environment is usually moderate, typical of a closed warehouse environment