



<b>Job Title:</b>	<b>Tool Crib</b>	<b>FLSA Status:</b>	<i>Non-Exempt</i>
<b>Department:</b>	Operations	<b>Date Created:</b>	November 2017
<b>Reports To:</b>	Lead	<b>Reviewed By:</b>	Asst. Ops Manager

**POSITION SUMMARY:**

This position orders, receives, stores, and issues consumable supplies with the production area. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines, and standard warehouse equipment such as hand trucks, box cutters, tape dispensers, and forklift/overhead crane in a limited role.

**RESPONSIBILITIES/ACCOUNTABILITIES:** All personnel are responsible for meeting the Quality Objectives in their position/department. *Other duties may be assigned beyond the core responsibilities/accountabilities listed below.*

1	25%	Receiving, opening, unpacking, stocking shelves (racks, bins) and issuing shop floor consumable supplies. This includes PPE, Environment, HAZMAT and production items. Employee will be responsible for reviewing and resupplying the PPE (earplugs) and Spill Containment Satellites in the facilities.
2	15%	Comparing merchandise invoices to items actually received to ensure shipments are correct. Ensuring that all materials received have necessary approvals by Safety and Environmental departments; no unauthorized materials will be accepted regardless of purchase status.
3	15%	Maintaining of all production/quality gauges and measuring devices.
4	10%	Taking inventory and maintaining adequate inventory; identifying items to be reordered and completing the purchase requisition.
5	10%	Ensuring that storage of materials is in accordance with EPA, TCEQ and TPCO rules and policies. Storage of materials includes secondary containment compliance by routine inspections.
6	10%	Insuring that storage of all materials is in compliance with all Safety and product guidelines, such as incompatible materials, storage distances, responsible for requesting proper storage methods pursuant to these guidelines, e.g., secondary containment.
7	10%	Responsible for checking fuel supplies at sites to ensure adequate availability.
8	5%	Maintaining emergency response supplies pursuant to guidance from Safety and Environmental Compliance managers. Restoring supplies to established quantities after use.

**QUALIFICATIONS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required.*

1. High School Diploma or GED.
2. Valid Texas Driver's License.
3. More than 1-year warehouse experience.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to effectively deal with other people, especially other Company personnel, to enlist needed cooperation in implementing regulatory requirements
- Ability to read and interpret guidance, with clarification as necessary from Safety and Environmental Compliance supervisors.
- Ability to work various shifts.
- Must have a team player attitude and have a commitment to SAFETY.
- Knowledge of required documentation needs, compiling reports and ensuring compliance by maintaining these reports.
- Comfortable in insuring that colleagues and superiors comply with company and agency rules and in reporting non-complying individuals to management.
- Requires, at all times, wearing protective and safety equipment.
- Ability to effectively use a computer for data entry, reporting and word processing. Applicant should have knowledge and should be skilled in this field through education and work experience.

**PHYSICAL REQUIREMENTS:**

- Ability to work in heat, cold, dust, noise/vibration and confined space and hazardous conditions.
- Ability to work in a high temperature environment, working high above the ground and work in outdoor environment.
- Normal physical activity includes frequent sitting, standing, and walking in a usual workday.
- Requires frequent bending, stooping, squatting, kneeling, crawling, climbing a ladder and stairs, and reaching above shoulder level.
- Requires employee to occasionally lift and carry heavy objects weighing 50 – 100 lbs.
- Requires retrieving files by pulling out and pushing in potentially heavy filing cabinet drawers and other objects.

**TRAINING EXPECTATIONS:**

- Upon hire, employee will receive necessary rules and regulations.
- Every year in this position staff will attend training and continuing education as required for the position.
- Everyone is responsible for safety.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
Employee

**COMPETENCY:**

The above employee has demonstrated the capability to satisfactorily perform the responsibilities of this position after the 90-day Introductory Period.

APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_  
Department Manager/Supervisor