

Storeman and Material Handler

Location: Fort St. John, BC
Start Date: January 2018

COMPANY OVERVIEW

Arctic Arrow Powerline Group Ltd. is a Canadian owned and operated company specializing in powerline distribution, transmission, and underground cable work. Arctic Arrow offers exemplary construction and maintenance services in the power utility sector across Canada and operates out of offices located in Surrey, Cranbrook, Sparwood, Dawson Creek, Fort St. John in BC and Aldersyde, AB.

POSITION OVERVIEW

Reporting to the area General Forman and Project Manager, the Storeman and Materials Handler will support the success of company work projects in Northern, BC and is being offered as a full time (5 days/week) position.

RESPONSIBILITIES

1. Ensure trucks are loaded with materials and tools as directed by crew leaders to maximize their time on tools
2. Manage truck stock of tools and materials
3. Ensure customer owned materials are stored in an organized manner and track/manage inventory Manage inventory of materials - create usage and order lists to maintain appropriate inventory levels as required and record inventory sold/used
4. Obtain quotes and procure materials for specific projects; manage the process from purchase to delivery
5. Pick up materials from the customer yard or other vendors as required
6. Ensure materials and tools are stored in such a way to create a safe environment (ie. free from slips, trips and falls, etc.;
7. Ensure tools and equipment are tested per the testing requirements (Hot Sticks, Rubber Gloves, Grounds
8. Support Fleet department as required, ensuring Vehicles are tested, cleaned, and maintained
9. Read and adhere to operating manuals and instructions
10. Ensure Shop and Crew areas are kept tidy and free from safety hazards
11. Perform small carpentry and maintenance tasks for the shop, office, and yard
12. Control weeds and other flora to maintain a neat and professional appearance of the overall yard space
13. Ensure icy areas are salted/graveled
14. Ensure disposal and recycling bins are emptied on a regular basis
15. Outside Truck cleaning as directed by the Foreman/General Foreman
16. Other duties as required

QUALIFICATIONS

1. Prior experience in a similar job is preferred
2. Completion of Grade 12 Education
3. Any related post-secondary courses around Warehousing and Inventory Management is an asset
4. Current and valid driver's license (Class 1) with a clean driving record
5. Class 3 with Air may be considered temporarily with the right experience
6. Ability to stand, sit, walk, bend, climb, reach and lift
7. Verbal and written communication
8. Strong interpersonal skills
9. Good problem solving skills
10. Good computer skills

REMUNERATION

Arctic Arrow offers a competitive compensation and benefits package for the right individual and pays accordance with the IBEW Local 258 Master Line Agreement.

If you are ready for the next step in your career, please submit your resume and proof of qualifications in confidence at www.arcticarrowgroup.com/careers.

Please note that due to the high volume of applicants, only those under consideration will be contacted. If you have not heard back from us, please accept our appreciation for your interest.