



**KERRVILLE
PUBLIC
UTILITY
BOARD**

JOB DESCRIPTION

TITLE: Warehouse and Facilities Manager

GRADE:

DEPARTMENT: Finance

REPORTS TO: Assistant General Manager

POSITION STATUS:

Full Time Part Time

Exempt Non-Exempt

JOB SUMMARY:

Responsible for managing KPUB's warehouse, inventory, facilities and purchasing activities

RESPONSIBILITIES:

Warehouse Operations Management

- Manage day-to-day warehouse activities including ordering, receiving, storage, picking, staging, and distribution of materials and equipment
- Ensure timely availability of materials for field crews, emergency response, and planned projects
- Maintain organized, secure, and efficient warehouse layouts

Inventory & Materials Control

- Oversee inventory control processes including cycle counts, audits, and reconciliation
- Proactively monitor inventory levels and ordering, especially long lead-time items, to prevent shortages, overstocking, or obsolete materials
- Perform additional duties required for transformer inventory including enhanced record keeping, and disposal or sale of damaged or retired transformers

Fuel Systems & Environmental Compliance

- Maintain fuel supply and mechanical equipment (including fuel pumps)
- Ensure all required environmental recordkeeping associated with on-site fuel facilities
- Maintain TCEQ underground storage tank certification and Class A operator certification

Facilities Management

- Oversee maintenance of office, warehouse facilities, and backup operations center, including HVAC, electrical, plumbing, lighting, and fire safety systems
- Serve as primary point of contact for facility-related emergencies
- Manage and monitor vendor performance for janitorial, landscaping, and waste management contracts

Reviewed By/Title: Annette Gonzales, Director of Human Resources

Approved By/Title: Amy Dozier, Assistant General Manager

Last Revised Date: February 18, 2026

Date Issued: June 26, 1989



**KERRVILLE
PUBLIC
UTILITY
BOARD**

JOB DESCRIPTION

Financial & Administrative Management

- Manage financial aspects of warehouse and facilities operations
 - Prepare annual budget
 - Comply with purchasing procedures
 - Prepare purchase orders
 - Approve invoices
 - Monitor spending

Asset Disposition & Surplus Management

- Manage disposal, donation, and public auction sales for surplus items

Other Duties

- Perform other duties as assigned.

REQUIRED QUALIFICATIONS

- High school diploma or GED required; associate's or bachelor's degree preferred
- Forklift certification, or ability to obtain certification within 30 days
- EPA Class A operator certification, or ability to obtain certification within 30 days
- Valid driver's license and ability to operate KPUB vehicle

PREFERRED QUALIFICATIONS

- 5+ years of warehouse or inventory management experience, preferably in utilities, construction, or industrial environments
- Strong knowledge of inventory control systems and warehouse management software
- Experience in electric utilities
- Experience managing emergency or storm response logistics

SKILLS AND COMPETENCIES

- Strong organizational and multitasking abilities
- Excellent problem-solving and decision-making skills
- Effective communication and customer service skills
- Ability to prioritize and respond to urgent issues
- Budget management and cost-control mindset
- High attention to detail and accuracy

Reviewed By/Title: Annette Gonzales, Director of Human Resources

Approved By/Title: Amy Dozier, Assistant General Manager

Last Revised Date: February 18, 2026

Date Issued: June 26, 1989



**KERRVILLE
PUBLIC
UTILITY
BOARD**

JOB DESCRIPTION

PHYSICAL AND WORK REQUIREMENTS

- Ability to lift up to 50 pounds
- Frequent standing, walking, bending, and use of material handling equipment
- Ability to work extended hours, nights, or weekends during emergencies or storm events

EMPLOYEE STATEMENT OF UNDERSTANDING:

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN KERRVILLE PUBLIC UTILITY BOARD (KPUB) AND THE EMPLOYEE. Nothing in this position description restricts KPUB's ability to assign, reassign or eliminate duties and responsibilities of the job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Date:

Employee's Name (Please Print)

Current Job Title

This signed job description will be placed in your personnel file.

Reviewed By/Title: Annette Gonzales, Director of Human Resources

Approved By/Title: Amy Dozier, Assistant General Manager

Last Revised Date: February 18, 2026

Date Issued: June 26, 1989