

Job Title: Materials & Stores Tech I**Job Status:** Full-Time**Department:** Purchasing**Job Grade:** 200**Reports To:** Procurement Manager**Work Setting:** On-Site**Pay Status:** Non-Exempt**Date Created/Updated:** 4/14/2026**Location:** Service Center

Position Summary

The Materials & Store Tech I is responsible for receiving, storing and distributing materials, tools, equipment and products within the company.

Essential Duties & Responsibilities

WAREHOUSE RESPONSIBILITIES

- Assist with shipping and receiving duties
- Match packing list to purchase order in check in process
- Sort and place material on racks, shelves or bins
- Fill requests for materials and distribute to receiving location
- Perform cycle counts for inventory accuracy

ADDITIONAL RESPONSIBILITIES

- Ensure warehouse and yard is accessible and safe
- Assist in annual inventory process
- Assist with mail runs, data entry, phones, etc. as needed

GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines
- Adhere to NBU safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site and vehicle as applicable
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
- Adhere to NBU policies and procedures
- Exemplifies NBU Core Values of Integrity, Stewardship, Team, Culture, and Safety
- Participate in and support initiatives to reach annual NBU Performance Measures

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: High School Diploma/GED**Field of Study:** General Studies**Work Experience Time Frame:** No Experience Required**Other:** Click or tap here to enter text.

Certification and Licensures Requirements

Click or tap here to enter text.

Other Minimum Qualifications

- One to two years of warehousing/ stocking experience, including forklift operation, is preferred.
- A valid Texas Driver's License is required to operate a company vehicle when necessary.
- Available for extended work hours in event of emergency situations

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
Arc GIS	☒	☐	☐	☐
AutoCAD	☒	☐	☐	☐
Crystal Reports	☒	☐	☐	☐
Microsoft Access	☒	☐	☐	☐
Microsoft Excel	☐	☒	☐	☐
Microsoft Word	☐	☒	☐	☐
Microsoft Publisher	☒	☐	☐	☐
Microsoft PowerPoint	☒	☐	☐	☐

Other Software Knowledge

[Click or tap here to enter text.](#)

Experience with Machines, Tools, Equipment and Other Work Aids

[Click or tap here to enter text.](#)

Physical Demands

Standing: Constantly

- ☐ Making Presentations
- ☒ Observing Work Sites
- ☒ Observing Work Duties
- ☒ Communication with Co-Workers

Fine Dexterity: Frequently

- ☒ Computer Keyboard
- ☒ Telephone Keypad
- ☒ Calculator
- ☐ Calibrating Equipment

Walking: Constantly

- ☒ To Other Departments/Office/Office Equipment
- ☒ Around Worksite

Carrying: Constantly

- ☒ Supplies
- ☒ Equipment
- ☐ Files

Sitting: Occasionally

☒ Desk Work

- ☒ Meetings
- ☒ Driving

Reaching: Constantly

- ☒ For Supplies
- ☒ For Files

Handling: Constantly

- ☒ Paperwork
- ☒ Monies

Kneeling: Frequently

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Constantly

- ☒ File Drawers
- ☒ Equipment
- ☐ Table and Chairs
- ☐ Hose

Climbing: Frequently

- ☒ Stairs
- ☒ Ladder
- ☒ Step Stool
- ☒ Onto Equipment

Vision: Constantly

- ☒ Reading
- ☒ Computer Screen
- ☒ Driving
- ☒ Observing Worksite

Foot Controls: Frequently

- ☒ Driving
- ☒ Operating Heavy Equipment
- ☐ Dictaphone

Balancing: Frequently

- ☒ On Ladder
- ☒ On Equipment
- ☒ On Step Stool

Bending: Constantly

Other: Click or tap here to enter text.

☒ Filing in Lower Drawers

☒ Retrieving Items from Lower Shelves/Ground

☐ Making Repairs

Crouching: Frequently

☒ Filing in Lower Drawers

☐ Retrieving Items from Lower Shelves/Ground

Crawling: Rarely

☒ Under Equipment

☐ Inside Attics/Pipes/Ditches

Hearing: Constantly

☒ Communication Via Telephone/Radio/To Co-Workers/Public

☒ Listening to Equipment

Twisting: Constantly

☒ From Computer to Telephone

☒ Getting Inside Vehicle

Talking: Frequently

☒ Communication Via Telephone/Radio/To-Co-Workers/Public

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	☐	☐	☐	☐	☐	☒
Wetness and/or humidity (bodily discomfort from moisture)	☐	☐	☐	☐	☐	☒
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	☐	☐	☐	☐	☐	☒
Noise and Vibration (sufficient to cause hearing loss)	☐	☐	☐	☐	☒	☐
Physical Hazards (High voltage, dangerous machinery,	☐	☐	☐	☐	☐	☒

aggressive Customers)						
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Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	☐	☒	☐	☐	☐
Chemical Hazards	☒	☐	☐	☐	☐
Electrical Hazards	☒	☐	☐	☐	☐
Fire Hazards	☒	☐	☐	☐	☐
Explosives	☒	☐	☐	☐	☐
Communicable Diseases	☒	☐	☐	☐	☐
Physical Danger or Abuse	☐	☐	☐	☐	☒

Other: Click or tap here to enter text.

Primary Work Environment: Warehouse

Other: Office Environment, Vehicle, Outdoors/Field

Overall Strength Demands

- ☐ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☐ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☐ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- ☐ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- ☒ Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	☐	☐	☒	☐	☐
Emergency Situations	☐	☐	☒	☐	☐

Frequent Change of Task	☐	☐	☐	☒	☐
Irregular Schedule/Overtime	☐	☐	☒	☐	☐
Performing Multiple Tasks Simultaneously	☐	☐	☐	☒	☐
Working Closely with Others as Part of a Team	☐	☐	☐	☒	☐
Tedious or Exacting Work	☒	☐	☐	☐	☐
Noisy/Distracting Environment	☐	☐	☒	☐	☐

Other: Click or tap here to enter text.

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

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

Employee's Signature

Employee's Printed Name

Date