



## EMPLOYMENT OPPORTUNITY

**Closing Date:** 2024/02/14

# STOREKEEPER SENIOR

## Dorsey/Riel Converter Station

*Manitoba Hydro is consistently recognized as one of Manitoba's Top Employers!*

### Great Benefits

- Competitive salary and benefits package.
- Defined-benefit pension plan.
- Nine-day work cycle which normally results in every other Monday off, providing for a balanced approach to work, family life and community.

Manitoba Hydro is a leader among energy companies in North America, recognized for providing highly reliable service and exceptional customer satisfaction. Join our team of Manitoba's best as we continue to build a company that supports innovation, commitment and customer service.

We are seeking a Senior Storekeeper to join our Transmission Operations & Maintenance Converter Stations South Department in Rosser, MB.

### Responsibilities:

- Direct the operation of stores, ensuring an adequate operating inventory and ready access to materials from suppliers.
- Will assist in the planning and scheduling of the work and ensure safe work methods are followed and security measures enforced.
- Execute/support the 3bid & buy and the single/sole source process.
- Manage the MRP process for replacement of stock in accordance with minimum and maximum requirements as established by the site management.
- Will be responsible for complete audit of station stores (yearly inventory, slow moving stock, min/max adjustment recommendations).
- Research vendors and suppliers for type and availability of parts and materials required for an HVDC station.
- Assist in the creation/monitoring of service/outline agreements.
- Within EAM prepare requisitions and purchase orders for stock replacement in accordance with minimum and maximum requirements as established.
- Recommend changes to the min/max values.
- Will perform, plan, and coordinate all aspects of the WHMIS, Workplace Safety & Health Act, Hazardous Material Disposal (HAZMAT) Guidelines, Pressure Systems Quality Control, and the Transportation of Dangerous Goods.
- Ensure that proper documentation of the material is maintained. Comply fully with all safety procedures and regulations as well as Corporate, legislative, and regulatory requirements.
- Manage the weekly dips for fuel and oil tanks process and ensure the completion/file documentation.
- Manage the creation of new material codes for spare parts being entered into stock.
- Enter and monitor change requests for new material codes as directed.
- Support/train all site staff on material creation/modification process.
- Review and update material code data integrity using service hub material change request and local control.
- Ensure that duties performed comply with the Environmental Management System and corporate and regulatory requirements.
- Assume full responsibility for stores in the absence of the Stores supervisor.
- Using the Corporate Operating Principles as a guideline will supervise, direct motivate, and delegate authority to stores staff to ensure productivity and workmanship are maintained at acceptable levels.
- Direct and train junior personnel, ensuring efficient overall operation.
- Prepare employee performance appraisal reports and assist in the preparation of employee development plans.
- Book rental equipment / services based on planning requirements.

**Qualifications:**

- Minimum of Grade 12 education or equivalent with a minimum of four years related experience in the handling of and documenting of utility materials, tools, Material requirements planning (MRP), 3bid & buy and the single/sole source process.
- Thorough knowledge of HVDC equipment and their components. Familiar with appropriate material and availability of replacement equipment.
- Thorough knowledge of Stores accounting methods and procedures.
- Advanced knowledge in the use and application of SAP/EAM
- Will be certified in TDG Ground and Air, WHMIS and forklift operation.
- Experienced in Pressure System Quality Control documentation.
- Experienced in processing documentation dealing with Hazardous Materials including PCB's and Ozone depleting substances.
- Possess supervisory skills related to planning, organizing, training, directing, and controlling activities of subordinates and deal effectively in administrative matters.
- Must be familiar with and adhere to Manitoba Hydro Safety Rules and Regulations.
- Must have strong interpersonal skills and be capable of communicating effectively, both orally and in writing.
- Will possess the ability to work effectively with people both verbally and in writing inside and outside the Corporation.
- Physically capable of performing all duties of the position.
- Familiar with Corporation Policies and Procedures, and Union Contracts would be an asset.
- Possess a valid Province of Manitoba Driver's Licence with appropriate class.
- Should demonstrate a willingness to engage in personal learning and technical/professional development.
- Possess strong interpersonal skills and be capable of communicating, both orally and in writing.
- Ability to direct and train junior personnel.

**Notes:**The successful applicant will also be required to work atboth Dorsey and Riel Converter Stations as required.

**Salary Range**

Starting salary will be commensurate with qualifications and experience. The range for the classification is \$28.48-\$38.67 Hourly, \$54,574.26-\$74,108.84 Annually.

**Apply Now!**

Visit [www.hydro.mb.ca/careers](http://www.hydro.mb.ca/careers) to learn more about this position and to apply online.

**The deadline for applications is FEBRUARY 14, 2024.**

We thank you for your interest and will contact you if you are selected for an interview.

***This document is available in accessible formats upon request. Please let us know if you require any accommodations during the recruitment process.***

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