

# AzRA Warehouse Manager Job Description

## **OVERVIEW:**

- Arizona Raft Adventures (AzRA) hired you because we are confident in your ability to always use your good judgment. Your conduct on the job should be governed by that good judgment, consideration for others, concern for general safety, reducing our impacts on the environment, advancing the Company Goals and National Park Service mission and maintaining an efficient operation.
- Your job at AzRA is to work as a leader and as part of a team with the warehouse technicians and other managers to oversee the smooth operation of the warehouse.
  - Smooth operation of the warehouse is defined here as: river trips launching from and returning to the warehouse without major impediments or malfunctions in equipment, a well-maintained vehicle fleet and a workspace that is clean, safe and orderly.

## **GENERAL RESPONSIBILITIES:**

- Safety always comes first. Protect yourself, co-workers, direct reports and guests. Be deliberate; ask for help and use common sense.
- All employees are required to understand and follow all company policies and procedures as outlined in the employee handbook.
- Communicate with the management team and the warehouse staff about important issues, work scheduling expectations and logistical concerns.
- Help advance the NPS mission to protect resources and provide for our guests' enjoyment thereof.
- Know the company goals and facilitate their achievement. When in doubt, return to the goals.
- Obey the law. Help maintain a drug-free workplace.
- Treat everyone with respect.
- Help minimize our environmental footprint: turn off lights, buy green, save water, recycle and combine errands when possible.

## **PHYSICAL REQUIREMENTS:**

- All warehouse personnel should be in sound physical condition.
- Lift and carry equipment weighing up to 100 pounds.
- You will be asked to do repetitive tasks for long stretches of time and will spend most work hours on your feet.
- Be able to pass an ADOT physical for the purposes of acquiring/keeping a commercial driver license.

## **PRIMARY DUTIES:**

- Safety and health take precedence over all activities; ensure a safe and clean work environment for all employees prior to working. Ensure that you are using appropriate safety gear (e.g. safety glasses and ear plugs) for work projects and utilizing proper work techniques (e.g., lifting with your legs, not your back). Be familiar with the AzRA Risk Management Plan.
- Directly supervise warehouse staff.
  - Prioritize tasks and communicate to warehouse staff.
  - Ensure completion of prioritization.

- o Ensure effective communication between warehouse staff; including conducting weekly staff meetings.
  - o Monitor morale and take action to maintain it.
  - o Teach new skills to existing and new staff.
  - o Do performance reviews for warehouse staff.
- Ensure compliance with all OSHA regulations.
- Assist with end of season review and winter maintenance.
- Maintain the fleet of dories.
- Maintain the condition and compliance of the vehicle fleet. This includes but is not limited to:
  - o Acquiring permits and inspections.
  - o Regular maintenance and repairs in house, or at an outside shop.
  - o Tracking maintenance and keeping records required by State and Federal regulations.
  - o Acquiring new vehicles or decommissioning old ones as needed.
- Maintain a class A CDL with passenger endorsement.
- Any other normal warehouse duties as needed for the smooth operation of the warehouse.
- On a cycling basis, perform 'on-call' duties of MODs (Manager on Duty) which include but are not limited to:
  - o Handle calls to AzRA from the MOD cell phone.
    - Calls from river trips regarding medical emergencies and evacuations.
    - Calls from customers regarding questions and logistics.
    - Calls from NPS and other regulatory agencies.
  - o Pre-season orientations for guides and pre trip risk management meeting
  - o Reviewing important issues and rosters with departing trips' trip-leaders and guides.
  - o Performing arriving trips' debriefs and dispensing paychecks.
  - o Perform tasks to support evacuees, delayed guests, guide emergencies, vehicle breakdowns, etc.
- Stay current with MOD schedule and attend meetings with other MOD's and the advisory council.

**SECONDARY DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

- Review your own job description annually and work with the management team to update as needed.
- Keep a safe, clean and orderly warehouse environment. Empty trash/recycle bins, sweep/mop floors and keep pathways clear.
- Drive trucks and/or buses.
- Attend seminars to stay current on pertinent topics including, but not limited to OSHA compliance, ADOT compliance and First Aid/WFR certification.
- Drive a forklift and keep a current certification.

**LOSS CONTROL:**

It is the policy of AzRA to provide a safe, healthy, and drug free environment for all employees and guests. In the office and in the field, you are expected to know and support National Park Service regulations, AzRA policy, federal, state, and local highway regulations, and the Occupational Safety and Health Act of 1970. Use of illegal drugs is prohibited by AzRA policy as a concessionaire operating on Federal Lands and being under the influence of drugs or alcohol while performing your job is cause for dismissal.

**Hours and Compensation:**

- Hours: 32 to 60 hours per week as needed to achieve necessary tasks.
- Compensation: Commensurate with experience/performance.

**FOR FURTHER REFERENCE:**

The Grand Canyon National Park Commercial Operating Requirements, the AzRA Personnel Policies, the National Park Service Mission, AzRA Goals, the AzRA Loss Control Program, and the AzRA Environmental Plan, can all be found in the Employee Handbook. A copy of OSHA regulations is available from the warehouse manager.

I have read and understand the above Job Description.

\_\_\_\_\_                      \_\_\_\_\_  
Employee Signature                      Date