

AzRA Warehouse Specialist Job Description

OVERVIEW:

- Arizona Raft Adventures (AzRA) hired you because we are confident in your ability to use your good judgment at all times. 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, smooth-running operation.
 - 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 and a workspace that is clean, safe and orderly.
- Your job at AzRA is to work as a team with the other warehouse specialists and managers to tend to the day-to-day logistical needs of the warehouse. Your daily task list is dependent on the highest priority needs of the operations that day and the days immediately after. Daily tasks may vary widely from day to day.

GENERAL RESPONSIBILITIES:

- Safety always comes first. Protect yourself, supervisors, co-workers and guests. Be deliberate; ask for help and use common sense.
- Help to maintain a safe, clean and orderly workspace.
- 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.
- Communicate with the warehouse manager and operations manager about priorities, important issues, work scheduling expectations and logistical concerns.

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.
- Report any injuries to the Warehouse Manager. If unavailable, report to any other Manager.
- Ensure compliance with all Occupational Safety and Health Administration (OSHA) regulations.
- Assist with end of season review and winter maintenance.
- Maintain the stock of guest dry-bags, sleep kits, sleep pads and drink bags.

SECONDARY DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Review your job description annually and work with the warehouse manager to update as needed.
- Keep a safe, clean and orderly warehouse environment. Empty trash/recycle bins, sweep/mop floors and keep pathways clear.
- Maintain positive morale among warehouse, office and other staff.
- Maintain a class A CDL with passenger endorsement.
- Detail cleaning of vehicle and raft fleets, with passenger buses as the priority.
- Return all tools to their proper storage location.
- Drive a forklift and keep current certification.
- Any other duties as needed, especially in an emergency.

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: During regular season-20 to 30 hours per week general duties. During pre and post-season-32 to 40 hours per week as needed and at the discretion of the warehouse manager or operations manager to achieve necessary tasks.
- Compensation: hourly to commensurate with experience.

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