

TRI-COUNTY ELECTRIC MEMBERSHIP CORPORATION

POSITION SPECIFICATIONS/DESCRIPTION

POSITION: Warehouse Clerk
REPORTS TO: COO
DEPARTMENT: Operations
DIRECTS: None
EFFECTIVE: April 2024
EXEMPT STATUS: Non-Exempt

PURPOSE OF POSITION:

To assure the proper receiving, storing, securing, record keeping, and disbursement of materials; to maintain inventory records, reports, and documentation in accordance with RUS requirements; to maintain compliance with EPA related regulations. To oversee all warehouse/stores functions at the warehousing facility. To ensure all operations and procedures meet cooperative and regulated rules and regulations.

MINIMUM JOB SPECIFICATIONS:

Required: High School Graduate or equivalent.
Experience in materials handling, warehousing, and inventory control procedures.
Must be able to qualify for Fork Truck use and operations.
Good planning and organizing skills.
Good oral communication skills.
Ability to effectively communicate with all departments
Passing Tri-County EMC's physical exam and pre-employment drug screening
Valid Georgia driver's license
Must have proficient computer and key-boarding skills.

Preferred: Five years experience in materials handling, warehousing, and inventory control.
Previous experience with materials inventory procedures in the electric utility industry.

PHYSICAL DEMANDS: *Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Work performed involves frequently standing and walking for extended periods of time. Frequently operating forklift and other warehouse equipment; frequently retrieving materials to fill orders; frequently lifting materials, supplies, and equipment; frequently operating computer keyboard. Must be able to lift 50 pounds unassisted.

WORKING CONDITIONS:

General inside warehouse conditions, some flexibility for outside activity in inclement weather; availability to work overtime as needed.

WORKING RELATIONSHIPS:

Internal: Two-way communication with management regarding the status of plans, programs, and procedures; receives direction, work related information, and mandatory approvals; interacts with all departments and divisions to ensure efficient delivery and storage of materials.

External: With vendors to determine the availability and suitability of materials ordered; with shippers and common carriers to ensure delivery of materials. Demonstrates an awareness that the job exists to effectively serve every customer, and at every opportunity to achieve increased customer and public understanding for support of the Cooperative.

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KEY RESPONSIBILITIES/PERFORMANCE STANDARDS DESCRIPTION

WAREHOUSE CLERK OPERATIONS DEPARTMENT

NOTE: The following are the major responsibilities of this position. They are not intended to cover each aspect of the position as the scope and duties of a given position may change or be temporarily altered based on the business needs of Tri-County EMC. The basic requirement of every position is to perform all tasks as assigned by the supervisor.

- A. Ensures examination and documentation of all materials and supplies received from vendors
- B. Verifies that proper quantities, weights, etc. of all materials and supplies ordered are received
- C. Conducts visual inspections on materials and supplies to determine their condition and compliance with company standards
- D. Ensures paperwork is correctly and promptly completed and in compliance with RUS specifications
- E. Monitors inventories to determine the availability of materials and supplies issued for line construction
- F. Determines adequate inventory levels based on established company standards
- G. Promptly notifies appropriate management personnel when inventory levels deviate from company standards
- H. Ensures materials retired from construction lines are handled according to procedure
 - o Ensures reusable materials and supplies are issued back to stock for later use
 - o Ensures proper disposal of materials and supplies that cannot be reused
 - o Ensures specified materials are tested before returning to stock
- I. Ensures compliance with company and governmental safety, maintenance, and security requirements
- J. Ensures materials, supplies, and equipment are safely stored in assigned areas in a neat and orderly manner
- K. Verifies that only authorized personnel have access to storage facilities to ensure adequate security
- L. Ensures motorized warehouse equipment and forklifts are properly operated and maintained and schedules preventative maintenance in a timely manner and in accordance with established schedules
- M. Monitors access to hand tools and emergency items, and issues to appropriate personnel, as required
- N. Ensures that hazardous waste materials are safely handled, stored, and shipped
- O. Coordinates and documents transformer, regulator, capacitor, and apparatus disposal and repair in accordance with relevant regulations
- P. Maintains inventories of motor oil, chain saw mix, oil, antifreeze, and herbicides; accurately completes periodic documentation
- Q. Performs any other duties or tasks as may be assigned