

Materials Coordinator, Non-Exempt
For Pulaski County

SPECIFICATIONS

Education: High school diploma or equivalent required. Must attain and maintain Class B CDL and forklift operator's license.

Reports to: Materials Manager

Job Knowledge: Be able to distinguish minor and major material, for proper disposition. Ability to use computer and specialized software, key stock and to document daily and monthly inventory activity. Requires math skills for inventory counts. Be knowledgeable of Hazmat requirements and comply with required procedures. Utilize chainsaw and other specialty equipment. Be able to perform minor maintenance and repairs on tools and other specialty equipment. Must have the ability to work independently with little to no supervision at times. Must maintain appropriate communications with consumers and other personnel that will promote positive images of self and the Cooperative.

Job Functions:

Maintain inventory of construction materials, to include four District and Main Warehouse locations. Assist in monthly inventory counts to ensure appropriate stock levels at four District locations are maintained for routine and special project completion and coordinates delivery of same. Responsible for main warehouse daily maintenance, to include indoor parking area. Includes keeping materials neat, orderly, and accessible. Cleaning and sweeping and perform other necessary maintenance to include minor equipment and lighting repair. Provide materials, tools, etc. to construction teams and contract crews. Perform inventory counts yearly. Handle and maintain transformer inventory and ensure compliance with OSHA requirements. Perform tests on transformers returned from field to determine appropriate disposition. Assist in loading and unloading construction trucks. Responsible for loading transformers on construction vehicles with forklift. Coordinate with meter shop personnel on disposition of regulators. Print work orders and pull materials from inventory, to include main warehouse location and contractor jobs at District locations. Assemble meter bases. Reconcile invoices to purchase orders when received. Then forward to accounting. Maintain water heater and ETS parts inventory. Work with members on loading water heaters and repair parts. Performs other duties as assigned.

Working Conditions:

A scheduled work week is 40 hours. Due to business necessity the work week may exceed 40 hours. Must be available to work storm outages afterhours when called upon to do so. Deliveries to off-site storm outage worksites may be necessary, and may need to be performed in extreme weather conditions. Most work will be performed indoors with some outdoor work.

Physical Demands:

Frequent lifting, pushing and pulling objects up to 120 lbs. Daily use of computer and printer and other office machines. Frequent operation of equipment (fork truck, chainsaw). Frequent standing and walking. Occasional stooping, bending, climbing up to 8 ft. Frequent eye-hand coordination.

Benefits: Health, dental, 401k, holidays, vacation, and more.

Send resume by noon on Monday, February 18, 2019 to:
Karen Black
V.P. of Human Resources

EOE/M/F/Vet/Disability