

# Laclede Electric Cooperative, Inc.

**Position Title:** Building and Warehouse Maintenance

**Department:** Operations

## **I. Objectives**

- A.** Assist in maintaining an organized efficient warehouse faculty in all areas, as well as perform building maintenance needs as they arise.
- B.** To assure good working relationships with all personnel at the Cooperative.
- C.** To recognize the benefits of the member-owner philosophy and to interpret the Cooperative's policies, objectives and the goals to members and the public.

## **II. Reporting Relationships**

- A.** Reports to: Building and Warehouse Maintenance Supervisor.

## **III. Results and Duties**

### **A. Organization**

- 1.** Follows all direction given by immediate supervisor with regard to warehouse and building maintenance.

### **B. Operations**

#### **1. Plans**

- a.** Daily building and warehouse maintenance duties under the direction of immediate supervisor.

#### **2. Directs**

None

## **IV. Performs Personally**

- A.** Maintains a neat and orderly arrangement of materials in warehouse facilities.

**IV. Performs Personally (continued)**

- B.** Receives shipments of materials and supplies and stores in proper place, recording serial numbers if applicable.
- C.** Check freight tickets and packing lists at time of delivery to verify that the shipments and records are correct.
- D.** Issues materials according to job order material lists, requisitions by District Operations Supervisors or contractors.
- E.** Pack and ship materials or apparatus as required.
- F.** Take physical inventory annually or as directed.
- G.** Count material and spot check for inventory purposes as frequently as necessary to keep supervisor informed of materials needed to maintain adequate inventory.
- H.** Check materials returned from jobs to determine if they are re-usable or obsolete and record transactions.
- I.** Take appropriate action on disposal and repair of transformers, meters and other apparatus; prepare serial number record of transaction.
- J.** Receives and ships all regulated waste product generated by the Cooperative.
- K.** Repair security lights and maintain record of units disposed of.
- L.** Assembles meter loops as time permits.
- M.** Performs all building maintenance for all facilities as directed by immediate supervisor.
- N.** Assists in maintaining a professional appearance at all facilities with respect to the campus and all structures.
- O.** Must maintain a current CDL driver's license.
- P.** Complies with all City, State, Federal Laws and regulations.
- Q.** Performs all other related duties as assigned.

## **V. Specifications**

### **A. Skills and Abilities**

1. Must possess good verbal, written and interpersonal communication skills.
2. Must be able to work independently, exercise good judgment and act in accordance with Laclede Electric Cooperative policies and practices.
3. Must have good computer skills.
4. Must have the ability to respond to the member's needs after hours.
5. Must be certified in the operation of forklifts.

## **VI. Education**

- A. Must possess a high school diploma or GED.

## **VII. Experience**

- A. Experience in warehouse and inventory management is preferred.

## **VIII. Physical, Mental and Visual Effort**

- A. While performing the duties of this job, the employee is frequently required to stand, walk, sit, climb, stoop, kneel, crouch or crawl. May occasionally lift up to 75 pounds, more frequently 20 pounds. Vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.
- B. Work involves sitting at work station operating keyboard as well as walking, standing and all facets of warehouse building maintenance work.
- C. Possess a valid CDL driver's license.
- D. Passing company required physical exam and drug screening.
- E. Job does require working in all types of weather conditions and terrain. Exposure to varying temperature conditions including cold below 32 degrees and heat above 100 degrees.

**IX. Relationships**

**A. Internal**

- 1. Building Warehouse Maintenance Supervisor** – To keep him [her] informed of new developments, department progress and needs.
- 2. All Employees** - To establish a safe, friendly, and professional working relationship that is comfortable for all employees.

**B. External**

- 1. Members** - To establish a friendly and safe relationship that works toward mutual community well being.

**DISCLAIMER CLAUSE**

This description reflects the essential duties considered necessary to describe the position identified for purposes of evaluation. It should not be construed as a detailed description of all work requirements for the position or as giving exclusive title to every function described therein.

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Employee Signature

\_\_\_\_\_  
General Manager Signature

Date \_\_\_\_\_