

JOB DESCRIPTIONS

BUILDING & WAREHOUSE

I RESPONSIBILITIES AND DUTIES:

WAREHOUSE OPERATION – PERFORMS PERSONALLY:

1. Maintains neat and orderly arrangement of materials and supplies in store-house and storage yard, best utilizing available storage space in compliance with safety standards adopted by the Cooperative.
2. Receives shipments of materials and supplies and stores in proper place, recording serial numbers if applicable.
3. Check freight tickets and packing lists at time of delivery to verify that shipments and records are correct.
4. Assigns and issues materials according to job order material lists, or requisitions by Area Foreman or contractors.
5. Pack and ship materials or apparatus as required.
6. Take physical inventory annually, or as directed.
7. Count materials and spot check for inventory purposes as frequently as necessary to keep supervisor informed of materials needed to maintain adequate inventory.
8. Make sale of used poles and small items of material to members, negotiate sale of salvage materials to dealers and prepare sales ticket for collection and accounting.
9. Check materials returned from jobs to determine if they are re-usable or obsolete, and record transactions.
10. Take appropriate action on disposal and repair of transformers, meters and other apparatus and prepare serial number record of transaction.
11. Repair mercury vapor lights and maintain record of units disposed of.
12. Assembles meter loops as time permits.
13. Performs other related duties as assigned.

II BUILDINGS AND GROUND:

1. Checks to determine that heating and air conditioner units are in proper operating condition at all times.
2. Maintains proper thermostat settings at all times.
3. Maintenance of building, including but not limited to plumbing, electrical fixtures and lighting, general building repair and painting.
4. Repair office equipment, when possible.
5. Directs custodian in the proper performance of his duties.
6. Purchase necessary custodial supplies.

III OFF PREMISE ACTIVITIES:

1. Pick up mail at Post Office and deliver mail to Post Office as directed.
2. Performs outside deliveries and pick-ups as necessary.
3. Performs duties of bank messenger for Cooperative business as directed.

IV REPORTING RELATIONSHIP:

1. Assistant Manager

V TRAINING PERIOD:

The training period will consist of steps as outlined in Agreement.

LACLEDE ELECTRIC COOPERATIVE

LOCAL UNION #53, International
Brotherhood of Electrical Workers

Business Representative

DATE: _____

DATE: _____