

## Warehouse Associate

### POSITION SUMMARY:

Procure and distribute electric line material. Work closely with, construction, engineering, accounting lead person and the RESCO alliance to assure that an adequate level of electrical line materials are maintained. Receive and ship materials, stock shelves, and distribute line material items. Work with accounting to verify assigning of material to proper accounts and acknowledge materials received for various functions.

### DUTIES AND RESPONSIBILITIES:

- Demonstrates a commitment to a culture of safety.
- Unload, check accuracy of each item, and initial all receiving on a daily basis.
- Restock shelves, monitor inventory levels, and maintain open quantities of “expensed” items on shelves daily.
- Create purchase orders and order inventory materials and supplies as needed.
- Assist in daily loading of material for line construction, maintenance, and contractors.
- Working knowledge of staking sheets, material “pick” lists, and line material.
- Job staging for all construction projects.
- Establish monthly material blanket quantities and release dates for following year and monitor releases.
- Confirm accurate monthly material inventory cycle count.
- Maintain pertinent records.
- Computer operation, data entry and retrieval.
- Assist administration of hazardous material, testing, shipping, records, etc.
- Perform various administrative tasks as applicable to the warehouse department.
- Maintain orderly housekeeping in warehouses and pole yard.
- Snow removal from walks, truck area, and pole yard.
- Operate various types of equipment and large vehicles.
- Inspect and maintain daily forklift log.
- Break down, determine if reusable, complete retirement ticket, and restock shelves with usable retired material.
- Inspect and maintain transformer/breaker room inspection log.
- Work with Operation Manager, System Operations Supervisor and Engineering to assure adequate material for upcoming large projects.
- Monitor, load, unload, and dispose of empty wire and cable reels.
- Test and restock used arresters and capacitors.
- Monitor and disposal of junk poles.
- Unload and store transformers documenting serial numbers for data entry into NISC.
- Inspect and label all transformers as required, whether new or used, especially single and three phase pad mounts, to assure they meet MVEC specs.
- Obtain from dispatch and label all new regulators, breakers and capacitors with Coop ID numbers.
- Monitor junk oil filled special equipment levels, take oil samples, send out annual bids and coordinate PCB testing and disposal.
- Deliver material to jobs sites as directed by Operations Manager or Systems Operations Supervisor.
- Setup, load, deliver, track and pickup repairable transformers, regulators, 3 phase breakers, etc.
- Coordinate disposal of all scrap material.

### QUALIFICATIONS:

#### Education and Experience:

- High school diploma or equivalent (required)
- Must have a valid CDL (commercial driver’s license)
- 1-2 years previous warehouse experience (preferred)

- Previous forklift experience
- Inventory; material shipping, receiving, and stocking

**Knowledge, Skills and Abilities:**

- Competent use of computers and related programs
- Use of construction equipment and large vehicles
- Must be able to use standard office machines effectively and have especially good correspondence skills.
- Must be able to operate a forklift and other mechanical equipment.
- Must have working knowledge of REA Construction specification material units.
- Must become familiar with OSHA, Federal, State and local ordinances and regulations regarding warehousing and equipment.
- Must have a basic knowledge of receiving, shipping, stocking and distribution of material.
- Physical ability to move large, bulky and/or heavy merchandise.
- Physical ability to perform tasks that may require prolonged standing, sitting, and other activities.

Individual will be exposed to a wide variety of work conditions, which range from office work to outdoor in summer and winter. Will be required to do considerable lifting and carrying. As standby emergency personnel, occasional overtime will be required during storms. Also, overtime may be required when seasonal work load exceeds manpower.

On a frequent to continuous basis, employee is using a variety of hand tools throughout the day, weighing approximately 10 pounds. On an occasional basis, up to one-third of the day, employee is lifting and carrying 10-50 pounds of cable equipment and tools. The heaviest weight a worker is required to carry is a conductor, and related line hardware weighing up to 60-100 pounds. This is lifted on average of several times per week, usually with the assistance of another employee.

Applicant must be committed to providing service beyond members' expectations and follow through on commitments. If interested in applying, a resume is due to Human Resources at [jobs@mvec.net](mailto:jobs@mvec.net) by **May 10, 2019**

For more information, please visit the MVEC career page at: <http://www.mvec.net/about-us/career-center/>

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