

Position Description

MVEC

MINNESOTA VALLEY ELECTRIC COOPERATIVE

A Touchstone Energy® Cooperative 

Warehouse Associate

POSITION SUMMARY:

Procure and distribute electric line material. Work closely with, construction, engineering, accounting, and the RESCO alliance to assure that adequate levels 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:

- 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.
- Provides inventory material and supplies as needed for purchase orders.
- 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.
- Confirm accurate monthly material inventory cycle count.
- Assist administration of hazardous material, testing, shipping, records, etc.
- Snow removal from walks, truck area, and pole yard.
- Operate various types of equipment.
- 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 Distribution Logistics Supervisor, Lead Foreman, 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 materials.
- Monitor and disposal of junk poles.
- Unload and store transformers documenting serial numbers for data entry into operating system.
- Inspect and label transformers (new & used) as required, especially single and three phase pad mounts, to assure they meet MVEC specs.
- 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 Lead Foreman.
- Setup, load, deliver, track and pickup repairable transformers, regulators, 3 phase breakers, etc.
- Coordinate disposal of all scrap material.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or equivalent
- Previous forklift experience
- Experience with inventory; material shipping, receiving, and stocking
- Valid CDL (commercial driver’s license) - preferred
- 1-2 years previous warehouse experience - preferred

Our Mission: To create exceptional member experiences, while safely providing reliable energy at cost.

Minnesota Valley Electric Cooperative is an equal opportunity provider and employer

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Warehouse Associate - Continued

KNOWLEDGE, SKILLS AND ABILITIES:

- Competent use of computers and related programs
- Use of construction equipment and vehicles
- Electrical distribution system line equipment knowledge (preferred)
- 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 a basic knowledge of receiving, shipping, stocking and distribution of material
- Physical ability to lift and move large, bulky and/or heavy merchandise
- Physical ability to perform tasks that may require prolonged standing, sitting, and other activities

WORKING CONDITIONS:

Individual will be exposed to a wide variety of work conditions, which range from office work to outdoors in the 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. Throughout the day on a frequent to continuous basis, use of a variety of hand tools, weighing approximately 10 pounds. On an occasional basis, up to one-third of the day, 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 team member.

If you are a safety-oriented, hard-working, quality-conscious individual who enjoys working both indoors and outdoors, please send your resume to jobs@mvec.net. Deadline to apply is **Friday, September 24th, 2021**.

Equal Opportunity Employer

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