

**SHELBY ENERGY COOPERATIVE  
POSITION DESCRIPTION**

<b>JOB TITLE:</b>	Materials Technician	<b>LOCATION:</b>	Power Delivery Services
<b>FLSA STATUS:</b>	Non-Exempt	<b>EEO CODE:</b>	07
<b>REPORTS TO:</b>	Manager of Operations	<b>NRECA JOB CODE:</b>	19E

**GENERAL SUMMARY:**

Under the supervision of the Manager of Operations receive, store and distribute material, parts and supplies. Maintain inventory in accordance with RUS guidelines for use in the construction and maintenance of Shelby Energy's distribution lines. Maintain a safe and orderly warehouse facility.

**ESSENTIAL DUTIES AND TASKS:**

1. Assemble and distribute materials as defined on work orders and distribute restocking materials to crew members to provide them materials needed to perform their responsibilities.
2. Complete paperwork and/or computer entries documenting receipts and distribution of materials to assure accurate inventory and resolve any discrepancies.
3. Perform periodic and annual material inventory counts to assist with inventory control.
4. Select vendors and procures materials. Develop bid documents, evaluate vendor service levels and approve quality of items purchased.
5. Perform transformer oil samplings for PCB contamination and participate in oil spillage containment and clean-ups.
6. Coordinate rubber gloves, sleeves, and other Personal Protective Equipment (PPE) testing and/or repair.
7. Drive forklift and company vehicle to deliver material to jobsites when needed.
8. Safely and properly use tools and equipment in warehouse operations.
9. Patrol and remove debris from Shelby Energy grounds as needed; maintain walkways of snow, ice and other debris.
10. Perform other duties as required or assigned.

## **WORKING CONDITIONS:**

This work is performed in indoor and outdoor warehouse facilities and occasionally exposed to inclement weather and loud noises. Regular working hours, Monday through Friday, however; working after normal business hours may be necessary.

Shelby Energy Cooperative, Inc. wishes to be in full compliance with the American's with Disabilities Act. In accordance with the act, we will make reasonable accommodations to any person who needs such accommodation whether a new hire or a current employee, assuming that the employee is fully qualified for the position. In order to maintain a safe working environment, each Shelby Energy employee shall:

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Adhere to Shelby Energy's Safety Manual and abide by the rules adopted by Shelby Energy and applicable governmental regulations;

Attend and participate in Shelby Energy Safety Meetings as assigned;

Comply with all NESC, OSHA, DOT, PSC and Federal Motor Carrier regulations;

And take responsibility for their own safe work practices and the safety of others.

## **EFFORT:**

Must be able to see, hear, and speak. Work requires working at a computer for entry of materials, etc. Constant reaching with hands and arms. The employee is frequently required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 75 pounds.

## **MACHINES, TOOLS, EQUIPMENT:**

Forklift, vehicle, computer, printer, calculator, copy machine and fax machine.

## **MINIMUM QUALIFICATIONS:**

High school graduate or equivalency required. Knowledge of warehousing, material management procedures and building maintenance is required. Must be able to work independently and in team situations under general supervision.

Successful performance on pre-employment tests is required.

Reasonable accommodations may be made to those who are able to perform the essential duties of the job. Must be able to pass any required drug test and new hire physical examination. Must be able to maintain complete confidentiality of any information s/he encounters.

**SPECIALIZED SKILLS AND KNOWLEDGE:**

Ability to read and comprehend instructions, correspondence and procedure manuals. Possess math skills to analyze facts and resolve problems. Ability to communicate with vendors and co-workers. Must be able to gain the trust of the vendors and employees and maintain confidential information.

- **The Company reserves the right to revise and alter this job description as needed.**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Statement:

I have read this job description and a copy has been provided to me. My signature below certifies that I am able to perform the essential functions of this position.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Adopted:

Revised: 09/13 05/17