

CORDOVA ELECTRIC COOPERATIVE, INC.

POSITION DESCRIPTION

POSITION TITLE: **STAKING TECHNICIAN/WAREHOUSE MATERIALS HANDLER**
DEPARTMENT: **DISTRIBUTION**

Last Reviewed: August 2023
Classification: FLSA Non-Exempt Hourly
Reports To: Manager of Distribution
Supervisory Responsibilities: None
Pay Grade or Range: Starts at \$31.22/hr
Position Type: Full-Time
Schedule/Hours: 10-hour 4-day or 8-hour 5-day weekly work schedule
Scheduled and unscheduled overtime required as needed, including 24-36 hours of continuous work during outages

Under the supervision of the Manager of Distribution, or other management designated by the CEO, it is the incumbent's responsibility to purchase, receive, store, issue, ship equipment and material, maintain the Cooperative's warehouse, prepare requisitions, balance inventory, update AutoCAD/GIS mapping and equipment database records, reconcile work orders, prepare regulatory documents interfacing with DOT, DNR, BLM, Corp of Engineers and others as required and assist in performing Customer Service Representative duties.

I. ESSENTIAL FUNCTIONS

The incumbent must be able to efficiently and safely:

- A. Maintain PCB database and reporting. Initiate proper disposal and documentation of all CEC owned oil-filled equipment.
- B. Review material levels and make recommendations of material items and quantities for purchase.
- C. Receive all materials and supplies that have been purchased, checking them against the purchase order and enter receiving records into computer. Identify requestor of materials and/or equipment and distribute as per directives.
- D. Unload material when necessary and initiate proper storage.
- E. Reconcile inventory levels from staking sheet information when returned by field personnel.
- F. Annually count and reconcile the Distribution Department physical inventory.
- G. Initiate purchase requisitions as required.
- H. Maintain Eyak Distribution Service Center stockroom in a neat and orderly manner keeping stock, inventory, and other records up-to-date.
- I. Work with lineman and/or other individuals as assigned.
- J. Perform system inventories, record keeping, file maintenance, and finalization of work orders.
- K. Update and maintain system maps using AUTOCAD/GIS and/or other assigned software.
- L. Assist in field survey work and documents preparation for securing rights-of-way, permits and easements, for power line as-built, line extensions and other system facilities.
- M. Provide material estimates, staking sheets and field staking for CEC distribution construction projects. These projects include new residential and commercial services to three-phase distribution system expansion and improvements.

- N. This position is responsible for the tracking and input of material tickets to ensure that materials are properly tracked with the respective jobs, inventory balances are kept up to date and financial overheads can be calculated on a monthly basis.
- O. Work with or around consumers. Provide a highly professional level of prompt, efficient, accurate, courteous and reliable service in such a manner as to reflect favorably on the management of the Association and to ensure utmost service to the membership.
- P. Receive instructions from management and advise, assist and inform them as required by the nature of the functions on any plans, programs, procedures, activities or objectives of the warehouse section. Coordinate with the office staff in the area of purchase orders and inventory.
- Q. Devise and initiate procedures for the purchase of distribution equipment, materials and supplies.
- R. Direct all warehousing activities.
- S. Assist in performing Customer Service Representative duties as assigned including billing.

Employee must be able to perform the essential functions of the position satisfactorily. If requested, reasonable accommodations may be made to enable an employee with a disability to perform the essential functions of the job, absent undue hardship.

II. QUALIFICATIONS

Qualified candidates for this position will have the relevant education and experience necessary to perform the essential functions and meet the minimum performance expectations for this position.

Required Qualifications/Experience:

- A. A High School Diploma or GED.
- B. A valid State of Alaska driver's license.
- C. Prior related experience.

Preferred Qualifications/Experience:

- A. Prior experience in all areas of inventory control and monitoring.
- B. Prior staking/surveying education or training.
- C. Prior experience in the construction and maintenance of RUS-related distribution systems.

Required Knowledge, Skills, and Abilities:

- A. Read maps, specifications, staking sheets, blueprints, and complex diagrams.
- B. Measure, cut, or otherwise work on materials or objects with precision and skillfully use a wide variety of hand tools, power tools, precision measuring equipment and other tools.
- C. Maintain working knowledge of the most up-to-date and effective techniques of first aid and respiration.
- D. Use practical applications of fractions, percentages, ratios, proportions, or other math skills normally required in electrical theory or general construction work.
- E. Read and understand newspapers, periodicals, journals, and manuals.
- F. Speak or signal with people to convey or exchange information.
- G. Exercise good judgment by selecting, using, and adjusting body parts, tools, or work aids to work, move, guide or place objects or materials accordingly.

The requirements listed in this job description are not intended to be all-inclusive, as the employee will also be required to perform other business-related duties as assigned by the immediate supervisor and other management personnel.

III. ADDITIONAL DUTIES & RESPONSIBILITIES

- A. Must follow all Cooperative policies and procedures.
- B. Must follow all OSHA and other applicable safety standards and participate in safety meetings.
- C. Must abide by Collective Bargaining Agreement
- D. Inspect work after completion to make certain it has been done properly and in accordance with applicable specifications and codes.
- E. Perform the duties of this position in a safe and efficient manner.
- F. Accept responsibility for the accuracy of the work that is turned out.
- G. Work cooperatively and courteously with fellow employees, supervisors, and the general public.

IV. PHYSICAL AND OTHER DEMANDS

Cordova is an isolated, remote town, inaccessible by road, and subject to extreme weather. Candidates must be prepared for living and working in this location.

Physical Demands:

- A. Requires traversing over uneven ground and around obstacles while carrying equipment and materials under a wide variety of weather conditions.
- B. Must be able to hear malfunctioning equipment, radios, etc.
- C. Must be able to see and recognize equipment problems, construction/maintenance, etc.
- D. Must be able to operate a wide variety of large and small trucks, tensioner, puller, aerial man-lift, and other special equipment.

<u>Physical Requirements</u>	<u>Frequency</u>	<u>Description/Activity</u>
Sit	Sit from 1 to 2 hours	Data Entry
Stand	Stand in one place for brief periods of time	Inventory/Yard Maintenance
Walk	Up to 4 to 6 hours a day	Inventory
Bend	Occasional	Load and unload material
Squat	Occasional	Load and unload material
Crawl	Occasional	Inventory
Climb	Occasional	Ladders
Kneel	Occasional	Load and unload material
Reach	Occasional	Load and unload material
Push	Occasional	Up to 50 pounds for short distance maintenance/construction

<u>Physical Requirements</u>	<u>Frequency</u>	<u>Description/Activity</u>
Pull	Occasional	Up to 50 pounds for short distance maintenance/construction
Lift/Carry	Occasional	Up to 50 pounds. Material handling

Work Conditions:

- A. Must be able to work in variable weather conditions (including but not limited to rain, high winds, temperature in excess of 80 degrees (Fahrenheit) or below -10 degrees (Fahrenheit), large amount of snow, long periods of darkness, etc.).
- B. Outside conditions may include exposure to seasonal pollen, bee stings, insect bites, and wild animals.
- C. Must be able to work long hours in stressful conditions when restoring power during storms or other outages.
- D. Commonly exposed to situations and/or chemicals such as oils, paints and solvents, which, if handled improperly, have the potential for bodily injury.
- E. Must be able to travel to remote work locations, using light planes, boats, snow machines, and other methods of transportation, sometimes under hazardous conditions.
- F. May require sleeping in locations without beds and preparing own meals in locations that lack amenities common to commercial public accommodations.

V. SIGNATURES

CEC reserves the right to revise or change position duties and responsibilities with or without notice. This position description does not constitute a written or implied contract of employment.

I have read and understand this position description:

Employee

Date

CEO

Date