

MIENERGY COOPERATIVE

Position Description

Warehouseperson

I. Objective

Provide custodial services, facility maintenance and groundskeeping to ensure that the facility and surrounding property are clean, maintained and kept in good repair. To provide a safe and favorable environment for employees and visitors. To assist all departments within the organization with miscellaneous tasks. Perform functions of the materials handling and stores section to ensure accuracy of all transactions relating to inventory control, material handling, work order accounting, and coordinate vehicle maintenance.

II. Reporting Relationship

A. Reports to: VP of Operations

III. Responsibilities

A. Performs

1. Upkeep of Cooperative facilities and grounds to include general custodial work, lawn mowing, snow removal, building maintenance to include all systems monitoring, control and inspection.
2. General warehouse duties unloading freight, stocking shelves, tracking inventory, laying out jobs when needed.
3. Material inventory control, work order material, warehouse organization, and keeping proper inventories on the shelves.
4. Confers with the Operations Assistant, Accounting Department & Director of Finance concerning the processing of invoices, receiving reports, credit memorandums and associated documents for the purpose of settling material and supply obligations with vendors.
5. Works closely with the engineering, operations, and construction sections to ensure adequate inventory levels to meet their requirements, but at the same time maintaining tight inventory controls in accordance with the Cooperative's policies and accepted good business practices.
6. Maintains records in such a manner to ensure accounting accuracy with the NISC system of material control
7. Ensures all invoices have been supported by purchase orders with assistance by the Plant Accountant or by other approvals

B. Performs Personally

1. Building maintenance to include changing air filters in the ventilation system. Changing light bulbs throughout the facility. Making repairs to the building such as inoperable door mechanisms, water leaks, minor appliance repairs, coordinate contractors for repairs with approval of VP of Operations.
2. Operate and monitor the building systems to include HVAC, water conditioning, wastewater collection, septic, water, lawn irrigation, lighting and backup generator.
3. Report mechanical problems with building and systems.
4. Daily, weekly and monthly inspections of building systems to include fire extinguishers, first aid kits, biohazard kits, AED's and backup generator.
5. Operate and maintain facility equipment to include floor sweeper, floor scrubber, forklifts, power washer, lawn mower, skid loader, snow removal equipment.
6. Lawn care to include mowing, trimming, edging, weeding, weed control, landscaping, general grounds maintenance, striping lots, etc.
7. Custodial duties include refreshing bathroom supplies, service center cleaning, pole yard upkeep, accidental spills, etc.
8. Assist Mechanic and Director of Operations with shuttling fleet vehicles and equipment.
9. Snow removal to include sidewalks, parking lots and pole yard.
10. Maintain and stock cleaning supplies and materials to include bathroom supplies.
11. Deliver material to crews in the field as needed.
12. Assist with shipping and receiving.
13. Work with contractors to get the materials they need when working at the Cooperative.
14. Load and unload freight, semis and trucks as needed.
15. Assist with meeting room set-up and deliveries. ~~OB~~
16. Maintain Class E water license in (Rushford Position)
17. PCB oil sampling, transformer labeling/inventory, monthly service center inspections ex: eyewash, fire extinguishers, first aid, and AED.
18. Perform other duties as required or assigned.

- C. The following activities are performed by all Cooperative employees:
 - 1. Observe all safety rules.
 - 2. Keep informed of all Cooperative plans, policies and programs.
 - 3. Keep supervisor informed of all activities.
 - 4. Exercise reasonable care in the use of and security of all Cooperative assets.
 - 5. Make every effort to serve all customers courteously, efficiently, and respond appropriately to their inquiries.

IV. Qualifications Required

- A. Good personal appearance and attitude.
- B. Ability to work without direct supervision.
- C. Desire to promote MiEnergy and its policies.
- D. Ability to follow oral and written instructions.
- E. Combinations of inside and outside work in a variety of weather conditions. Walking on uneven terrain, heavy lifting (30-50 pounds frequently, 50-100 pounds occasionally), and other strenuous activities may be required, which could include but not limited to bending, standing, pulling, kneeling and twisting. May be subject to call at any time.
- F. Must have a Class A CDL driver license.
- G. Must be a high school graduate or have obtained a GED certificate.
- H. Five years of experience with an electric distribution utility in material, line work or other related fields associated with line materials is preferred.

V. Wage and Salary Information

- A. Compensation
 - 1. This is a non-exempt position under the Wage and Hours Law and subject to the Cooperative Union Agreement.

VI. DISCLAIMER CLAUSE

I have read and understand the information contained in the Job Description and Specifications. I further understand that this Job Description and Specifications is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this job. I may be required to perform additional tasks necessary to meet company job duties. The Job Description is intended to be an accurate reflection of the principal job elements essential for making fair decisions.

_____	_____	_____	_____
Employee Signature	Date	Supervisor Signature	Date

ACKNOWLEDGMENT

I acknowledge receipt of the attached position description, which I have reviewed.
I further acknowledge that I understand the duties of the position as outlined in the attached description.

Signature: _____ Date: _____