

RALLS COUNTY ELECTRIC COOPERATIVE

Position Title: Warehouse/ Procurement / Building Maintenance

Reports to: Line Superintendent

Salary: Starting salary averages \$24.00 per hour, based on education and related work experience.

- **SPEICAL NOTE:** The Warehouse / Procurement position is not considered a full-time position and is supplemented by the Building, Grounds Maintenance responsibilities and other duties as assigned.

OBJECTIVES

- To purchase materials, vehicles, equipment and supplies on a timely basis at the best price, delivery, and quality to provide the most effective and efficient purchasing to the Cooperative.
- To maintain controls, procedures, and inventory levels for materials for effective inventory management of the Cooperative.

RESPONSIBILITIES AND AUTHORITIES

- Schedules and performs the purchases for the Cooperative in accordance with RUS specifications and Cooperative policies.
- Prepares purchasing reports for the Line Superintendent.
- Prepares and receives quotations for vendors on materials, vehicles, and equipment supplies.
- Generates Purchase Orders to be run through our software system following policies.
- Monitors receiving reports against requisitions.
- Coordinates disposal of scrap generated by the Cooperative.
- Prepares monthly reports on special equipment.
- Assists in monthly and/or year ending physical inventory and makes periodic checks at the warehouse.
- Develops and recommends needs, programs, policies and procedures on material control.

EXTERNAL RELATIONSHIPS

- Auditors – To assist in physical inventory count, inventory records and supplying copies of purchase orders.
- Purchasing Agents – To work to better supply each Cooperative with surplus materials or supplies.
- Salesmen and Factory Representatives – To receive quotations to buy the best quality at the best price with the best possible delivery.
- Scrap Dealers – To coordinate with them on the disposal of scrap and obsolete material.
- Members – To courteously answer member inquiries and if unable to do so, to direct them to the appropriate person, to make every effort to gain their increased understanding and acceptance of the Cooperative's plans, programs and policies.
- **Performs other duties as assigned.**

EDUCATION:

- High School Diploma or equivalent required.

EXPERIENCE:

- Must have five (5) years' related experience in warehousing materials, managing and purchasing in the electric utility industry with material equipment and vehicles.

JOB KNOWLEDGE:

- Must have or gain effective working knowledge of RUS approved list of materials, RUS uniform system of accounts, RUS Construction Specifications, OSHA Regulations and product knowledge of all manufacturers.
- Should have basic knowledge of office and purchasing procedures.
- Related knowledge to perform basic building and ground maintenance is required.

ABILITIES & SKILLS:

- Ability to communicate with sales representatives. Requires above normal courtesy and judgement and sometimes requires tact and persuasiveness.
- Must have ability to operate calculator and Computer.
- Must possess a valid Missouri Driver's License.
- Related skills to perform basic building and ground maintenance are required.
- The ability to operate equipment for the maintenance of the grounds is required.
 - Examples (But not limited to), mowers skid steers and snowplows.

WORKING CONDITIONS

- Usual office and warehouse conditions with some overtime required.
- Some outside work is required in the winter season to maintain the driveway and sidewalks for the removal of snow and ice.
- Some outside work is required during the summer season exposing this position to heat.