

# Western Cooperative Electric

## Work Order and Materials Clerk

Pay Status	Hourly	Reports to	Manager of Purchasing/Warehouse
FLSA Status	Non-Exempt	Supervises	Non-supervisory
Revision Date	04/01/2025	Normal Work Schedule	M-F 8:00 a.m. – 4:30 p.m.

### OBJECTIVES:

- To assist line crews, contractors and operations personnel by the proper receipt, storage and dispersal of material and supplies required in the construction and maintenance of electric distribution and transmission lines.

### RESPONSIBILITIES AND AUTHORITIES:

- Maintains accurate inventory records.
- Maintains proper inventory levels for items required on a continuing basis, both inside and outside the warehouse.
- Issues material and equipment, completing required paperwork.
- Returns material to stock and processes retired material.
- Accepts and receives shipments and deliveries and puts into stock.
- Prepares material for distribution by assembling and boxing from staking sheet pick lists.
- Operates skid steer to load and unload heavy material, upon completion of skid steer training. Must repeat training every two (2) years.
- Keeps material stored safely and efficiently.
- Delivers material to personnel in the field as required.
- Calculates and completes monthly closure on inventory and work orders.
- Maintains company grounds and warehouses.
- Performs such other duties as directed or assigned.
- Maintains inventory of specific equipment (Transformers, meters, PT & CT etc.)
- Attends and participates in monthly safety meetings to become aware of safety rules and regulations and to help ensure that safe working practices are followed, and a safe working environment exists for the individual, fellow employees, and customers.
- Enters time (hours worked) and mileage accurately in the time keeping system daily.
- Maintains a state driver's license in good standing.

**RELATIONSHIPS:**

- Internal:

Reports to Manager of Purchasing keeping him/her informed concerning work in progress and completed work. Also, concerning problems which hinder efficiency of the duties and responsibilities of the position.

- External:

Maintaining friendly, professional relationships with contacts and vendors.

Maintaining friendly, courteous relationships with the public as a representative of the cooperative.

**EDUCATION:**

- High school diploma, or equivalent, required.

**EXPERIENCE:**

- To perform satisfactorily in the position, the average person will require 9 – 12 months of training.

**JOB KNOWLEDGE:**

- Must be able to develop a thorough knowledge of the tools, equipment, supplies, hardware, and apparatus required for electric distribution and transmission construction, maintenance, and service. Should be able to understand inventory control and storage principles. Must exhibit proficiency and working knowledge of personal computer systems to include word processing, spreadsheets, etc.; data entry skills required. Must have the ability to learn new software. Must have the ability to learn Electronic Staking (e-staking).

**ABILITIES AND SKILLS:**

- Must be able to demonstrate increasing proficiency in the receipt, storage, and dispersal of warehouse items in a safe and efficient manner. Must be able to lift and carry moderately heavy items and learn to safely operate hoisting equipment. Must be able to learn to read staking sheets. A state driver's license in good standing is required. Must be able to read, write and do arithmetic.

**WORKING CONDITIONS:**

- Works in the warehouse and storage yard under varying conditions. Exposure to varying temperature conditions including cold below 32 degrees and heat above 100 degrees. Includes exposure to mechanical, electrical, burns, confined space, radiant heat, work at heights and operating machinery hazards. Some exposure to odors, gases, dust, and dirt.
- Overtime required. On a rotating basis, employees must be available to work after normal office hours for emergencies or problems. During those times, the employee must be able to report to the WaKeeney warehouse within 20 minutes.
- Each year working hours will change to a summer hour schedule beginning the day after Memorial Day to the day after Labor Day. The summer schedule hours will be 7:00 a.m. – 3:30 p.m.

**PHYSICAL REQUIREMENTS:**

- Heavy work requiring exertion of up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constant to move objects. Lifting and carrying 10 to 50 pounds occasionally. Reaching and lifting overhead is required. A job requires sitting, standing, crawling, climbing, bending, pulling, and reaching the majority of the time. Safety equipment required. Requires ability to weigh and measure.

I understand that this list is not all inclusive and that there may be job duties assigned other than those listed above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date