

Post Office Box 1679
Quincy, Florida 32353-1679
Quincy: (850) 627-7651



1640 West Jefferson Street
Quincy, Florida
32351-5679

AREA MATERIAL CLERK

Talquin Electric Cooperative, Inc. is seeking qualified candidates for the position of Area Material Clerk located in Crawfordville, Florida. The requirements for this position are as follows: Must have a high school diploma or its equivalent. Education must be sufficient to enable individual to satisfactorily understand and carry out job requirements and responsibilities in an acceptable and safe manner. Must be able to use a personal computer and calculator and write neatly and legibly. Must have good written and oral communication skills and possess strong interpersonal skills to work effectively with all internal and external customers. Must be innovative and skilled in decision making, planning and organizing. Requires flexibility to work unscheduled overtime and to report to work on short notice during emergency situations. Travel is required, with advance notice unless emergency, to attend internal and external meetings and for system needs (counts, inspection, etc.).

Must be able to pass Cooperative physical examination as well as pre-employment drug screen and background check. Must live at a primary residence located within a 30 minute drive, as determined solely by management, of any Talquin Electric office facility.

RESPONSIBILITIES:

- A. Perform duties in a safe, satisfactory, competent and timely manner.
- B. **EQUIPMENT and TOOLS:** Maintain assigned tools and equipment in good working condition and free from safety hazards. Store in appropriate warehouse location to assure availability. Operate routine and other special heavy equipment, as required for stock and/or transportation purposes. Maintain proper CDL license and endorsements if required. Operate forklifts, hand and power tools, a variety of vehicles and other standard warehouse equipment in regard to the transport, loading and unloading of supplies. Promptly handle or report necessary equipment repairs. Turn off and lock out equipment when not in use.
- C. **STORAGE & DELIVERY:** Properly handle and store supplies and equipment in accordance with established procedure and/or best practice in internal, external, covered, non-covered, on-site and off-sites area(s). Adhere to Occupational Safety and Health Administration (OSHA) Rules and Regulations as directed. Maintain the security of equipment, materials and supplies by ensuring areas are properly locked where applicable. Create bins for new material and direct the movement of established inventory items. Stage job materials for loading [internal & contractor(s)]. Promptly advise the proper cooperative personnel of any returns. Provide delivery service between warehouses and job sites as needed. Coordinate internal coop-wide stock transfers as needed. Identify all stores supplies with part code number.

- D. **RECEIVING:** Provide thorough, accurate, and immediate inspection of all items received and record receipt of same in accordance with established procedure and/or best practice. Forward all receiving documents to appropriate coop personnel in a timely manner. Inform applicable personnel of material arrival in a timely manner. Advise appropriate personnel of receipt-to-order discrepancy(ies), correcting applicable data entries and providing appropriate internal and external documentation (note packing slips, etc.). Ensure prompt delivery notification of express items. Promptly report damaged shipments to applicable personnel and document receipt or refusal. Fully load and unload common and contract carriers and shipments as needed. Acquire additional offloading equipment as needed (crane, etc.) with supervisory approval.
- E. **SITE:** Maintain clean, safe, clutter-free and secure warehouse, grounds and other storage area(s) so as to work safely and to provide accountability. Keep floors swept and trash cans emptied. Report additional warehouse custodial needs or routine needs not met. Report necessary repairs and improvements. Facilitate and assist in the planning and arrangement of goods stored in the warehouse. Organize and meet requirements for special stock (fragile, high theft potential, etc.). Report existing and future storage capacity and equipment needs. Report all existing and potential unsafe acts or conditions that may cause injury to persons or damage equipment.
- F. **SAFETY:** Observe all safety rules and regulations. Must wear personal protective equipment. Operate assigned vehicles, tools, equipment and lifts in a safe and responsible manner. Maintain First Aid and CPR certifications. Observe any safety hazards and report promptly to supervision. Attend and participate in Safety Meetings.
- G. **OUTBOUND:** Oversee, schedule and coordinate all outbound cooperative shipments. Make shipping arrangements based upon best value of available shipping companies. Prepare all outbound goods for shipment (shrink wrapping, boxing, labeling). Package material to be returned for repair and over-shipments to ensure correct packaging procedures and shipping regulations are followed. Prepare all applicable outbound documentation (packing lists, bills of lading, etc.). Load common and contract carriers for safe and proper transport. Maintain essential records for tracing shipments.
- H. **INTERNAL/EXTERNAL:** Meet all financial and accounting requirements as specified. Conduct warehouse activities so as to support all TEC departments and personnel, providing proper customer service internally and externally. Assist subcontractors with material handling requirements to facilitate their activities.
- I. **INVENTORY:** Requisition material and supplies to replenish and maintain optimum stock

levels. Complete periodic inventories, spot and cycle counts and other control activities to maintain accurate inventory and support audit requirements. Identify and oversee the disposition of scrap, surplus and obsolete materials. Promptly report excess, obsolete or unneeded inventory.

- J. OTHER: Perform other duties as deemed necessary by the Manager of Supply Chain Services.

Talquin offers an excellent benefits package and a compensation structure commensurate with qualifications and representative of the market. To apply, please contact:

Erol Whaley, Aerotek
ewhaley@aerotek.com
904-557-3164

*An Equal Opportunity Employer
All replies are confidential.*

TALQUIN ELECTRIC COOPERATIVE, INC.
Quincy, Florida

POSITION DESCRIPTION

AREA MATERIAL CLERK

I. MANDATORY REQUIREMENTS & QUALIFICATIONS:

Must have a high school diploma or its equivalent. Education must be sufficient to enable individual to satisfactorily understand and carry out job requirements and responsibilities in an acceptable and safe manner. Must be able to use a personal computer and calculator and write neatly and legibly. Must have good written and oral communication skills and possess strong interpersonal skills to work effectively with all internal and external customers. Must be innovative and skilled in decision making, planning and organizing. Requires flexibility to work unscheduled overtime and to report to work on short notice during emergency situations. Travel is required, with advance notice unless emergency, to attend internal and external meetings and for system needs (counts, inspection, etc.).

Must be able to pass Cooperative physical examination as well as pre-employment drug screen and background check. Must live at a primary residence located within a 30 minute drive, as determined solely by management, of any Talquin Electric office facility. Requires a valid driver's license; additionally, a CDL is preferred.

II. PHYSICAL REQUIREMENTS:

Either with or without reasonable accommodation, must be able to sit, stand, stoop, kneel, use hands and fingers to operate equipment including typewriters, computers, etc. Must be able to work seated or standing, as appropriate, at desk and counter height positions for extended periods of time. Must be able to lift and move supplies, equipment, etc. up to 50 pounds. Must be able to lift supplies, documents, records, etc. and place in proper storage compartments, some of which are overhead. Must be able to talk and hear at conversational levels. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. Work is conducted in the warehouse, loading and unloading areas, pole areas, substations and other remote locations throughout the service area and or other designated areas all involving routine interior and exterior challenges (temperature, noise, dust, etc.). May be expected to walk and stand for long periods. May be expected to climb ladders. Must be able to handle frequent lifting of heavy objects.

III. OBJECTIVE:

Enhance the cooperatives supply chain through effective material receipt, distribution and control while enhancing key inventory metrics (turnover optimization, reduced adjustments, etc.).

IV. RESPONSIBILITIES:

- A. Perform duties in a safe, satisfactory, competent and timely manner.
- B. EQUIPMENT and TOOLS: Maintain assigned tools and equipment in good working condition and free from safety hazards. Store in appropriate warehouse location to assure availability. Operate routine and other special heavy equipment, as required for stock and/or transportation purposes. Maintain proper CDL license and endorsements if required. Operate forklifts, hand and power tools, a variety of vehicles and other standard warehouse equipment in regard to the transport, loading and unloading of supplies. Promptly handle or report necessary equipment repairs. Turn off and lock out equipment when not in use.
- C. STORAGE & DELIVERY: Properly handle and store supplies and equipment in accordance with established procedure and/or best practice in internal, external, covered, non-covered, on-site and off-sites area(s). Adhere to Occupational Safety and Health Administration (OSHA) Rules and Regulations as directed. Maintain the security of equipment, materials and supplies by ensuring areas are properly locked where applicable. Create bins for new material and direct the movement of established inventory items. Stage job materials for loading [internal & contractor(s)]. Promptly advise the proper cooperative personnel of any returns. Provide delivery service between warehouses and job sites as needed. Coordinate internal coop-wide stock transfers as needed. Identify all stores supplies with part code number.
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- E. SITE: Maintain clean, safe, clutter-free and secure warehouse, grounds and other storage area(s) so as to work safely and to provide accountability. Keep floors swept and trash cans emptied. Report additional warehouse custodial needs or routine needs not met. Report necessary repairs and improvements. Facilitate and assist in the planning and arrangement of goods stored in the warehouse. Organize and meet requirements for special stock (fragile, high theft potential, etc.). Report existing and future storage capacity and equipment needs. Report all existing and potential unsafe acts or conditions that may cause injury to persons or damage equipment.
- F. SAFETY: Observe all safety rules and regulations. Must wear personal protective equipment. Operate assigned vehicles, tools, equipment and lifts in a safe and

responsible manner. Maintain First Aid and CPR certifications. Observe any safety hazards and report promptly to supervision. Attend and participate in Safety Meetings.

- G. **OUTBOUND:** Oversee, schedule and coordinate all outbound cooperative shipments. Make shipping arrangements based upon best value of available shipping companies. Prepare all outbound goods for shipment (shrink wrapping, boxing, labeling). Package material to be returned for repair and over-shipments to ensure correct packaging procedures and shipping regulations are followed. Prepare all applicable outbound documentation (packing lists, bills of lading, etc.). Load common and contract carriers for safe and proper transport. Maintain essential records for tracing shipments.
- H. **INTERNAL/EXTERNAL:** Meet all financial and accounting requirements as specified. Conduct warehouse activities so as to support all TEC departments and personnel, providing proper customer service internally and externally. Assist subcontractors with material handling requirements to facilitate their activities
- I. **INVENTORY:** Requisition material and supplies to replenish and maintain optimum stock levels. Complete periodic inventories, spot and cycle counts and other control activities to maintain accurate inventory and support audit requirements. Identify and oversee the disposition of scrap, surplus and obsolete materials. Promptly report excess, obsolete or unneeded inventory
- J. **OTHER:** Perform other duties as deemed necessary by the Manager of Supply Chain Services.

V. **RELATIONSHIPS:**

- A. Reports to: Manager of Supply Chain Services
- B. Directs: None
- C. Coordinates or cooperates with:
 - 1. Internal:
 - a. Area Operating Superintendent: Work closely with the Area Operating Superintendent to ensure an adequate supply of materials.
 - b. Crews: Fill orders in a manner that expedites the work in the field.
 - 2. External:
 - a. General Public: Cooperates in every way possible to create and maintain harmonious relationships with the general public.
 - b. Contract personnel

VI. AUTHORITY AND ACCOUNTABILITY:

- A. The Area Material Clerk shall is responsible to the Manager of Supply Chain Services or their designee to perform the responsibilities within the scope of this position, as required.
- B. The Area Material Clerk shall be accountable to the Manager of Supply Chain Services or their designee for the efficient performance of these duties.
- C. The Area Material Clerk shall secure the approval of the Manager of Supply Chain Services or their designee in making decisions when policies are not clear, adequate or require interpretation.