

**WASHINGTON-ST. TAMMANY ELECTRIC COOPERATIVE, INC.**

**TITLE:** Material Clerk

**REPORTS TO:** Purchasing and Stores Manager

**EDUCATION:** High School Graduate

**KEY DUTIES AND RESPONSIBILITIES:**

Opens warehouse  
Issue materials to contractors  
Issue material to Cooperative employees  
Operate forklift  
Issue materials for branches  
Receive materials returned to warehouse by contractors and WST employees  
Receive material from suppliers  
Responsible for comparing materials received against purchase order  
Assign material inventory numbers for data entry  
Perform visual inspection of inventories  
Responsible for storage of material received  
Prepare reports and listings of receiving and issuing of material  
Responsible for maintaining inventory of CT metering  
Prepare reports for meters to be repaired and for junking meters  
Prepare records for transfer and shipping of meters  
Responsible for making monthly inventory spot checks and complete semi-annual inventories  
Responsible for general maintenance and cleaning of office building and yards  
Responsible for the inventory, loading and unloading of transformers, OCR's & regulators  
Make minor repairs to tools and materials  
Assist in the sale of scrap and used poles  
Assist all departments with storage of records and deliver to desired storage facility  
Assist with issuing tools to employees  
Participate in Annual Meeting and district meetings when required  
Deliver materials to branch offices and crews in field  
Responsible for care and service of vehicles assigned to department  
Uphold WST institutional image  
Promote goodwill between WST and its members  
Perform any other duties supervisor assigns

## **REQUIRED SKILLS, ABILITIES, EXPERIENCE AND KNOWLEDGE:**

Ability to operate tools and equipment but not limited to:

Lift truck

Computer terminal or personal computer

Motor vehicles

Hand truck

Hoist

Capable of effective and clear oral communications

Capable of legible written communications

Able to perform basic math functions including but not limited to addition, subtraction, multiplication and division

Proficient in CPR and first aid

Knowledge of electric utility materials

Holds valid drivers license

Capable of being courteous, helpful and tactful when meeting people.

## **PHYSICAL REQUIREMENTS:**

Capable of lifting 50-pound objects from ground level

Vision necessary to qualify for driver's license

Capable of hearing co-worker and vendor conversations