

Analyst	Dept Code	Job Code	Grade T-12
Job Title Supply Chain Material Specialist			Date <u>May 4th, 2022</u>
Department Supply Chain	Division Stores		
Immediate Supervisor (Title)	Department Approved		Other Signatures
Normal line of promotion (T-Grade)			
From T-12			

This Job Description and the job analysis data is the basic material for determining the basic pay rate for this job. Only the typical duties which are significant, or seem likely to be helpful in determining pay rates have been included. No attempt has been made to furnish a comprehensive list of all the duties which are attached to this job.

Wherever they seem likely to be useful, figures such as approximate heights, weights, voltages and adjustment limits have been supplied. Such figures are neither operating nor performance standards, and are subject to change as conditions change.

The use of the word “etc.” means “and others (of the like kind),” and “the like kind” refers to those words preceding the “etc.” in the same sentence.

This descriptions when approved, has been accepted as substantially correct by both the Company and the Union for the purpose of determining pay rates.

However, no statement in a Job Description or Analysis is to be understood as limiting either party or the operating instructions or practices of the Company, or as superceding any part of the contract between the parties.

The contract between Local Union 223, Utility Workers Union of America, AFL-CIO, and the Company should be referred to for provisions controlling promotions, demotions, or transfer between classifications, or changes in work assignment.

General Summary of Duties:

Under indirect and intermittent supervision of a Warehouse Supervisor and the work direction of a Supply Person Leader, receives, sorts, classifies, identifies, tags and stores all incoming stock and non-stock material returned from various field locations by Lines Distribution Crews. Uses computers, catalogs, manuals, blueprints, etc. to aid in identifying material. Packs, wraps and unwraps items of stock and adjusts pending backorders of material no longer needed for the pending job packages. Operates various types of equipment.

Typical Duties

- Verify material received for Job-Stock is complete with no material backorders and ready for field crews. Coordinate filling back-orders with stores team & other warehouse locations. Act a liaison between vendor to fill or cancel back-orders if material is no longer needed.
- Place Job-Stock material into Job-Stock bin locations and update tracking system used to track Job-Stock storage locations onsite.
- Support Job-Stock material readiness for Overhead, Underground & Sub-Stations when requested.
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- Complete weekly audit of all jobs on-hand to determine status of jobs. Complete disposition of material remaining from Jobs that have been completed (return to stock/process to Investment Recovery).
- Use multiple systems required by business unit to update status of Field Comp. Jobs.
- Communicate/Coordinate job material with Business Unit partners and contractors for region responsible for. Facilitate and or order for contractors jobs as needed.
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- Duties will be associated with Region Service Centers and contract yards associated with them.
- Preform normal warehouse duties when time permits.

*** Must be efficient in the following systems and be able demonstrate same ***

SAP
Word/Excel
Maximo
Power BI

