

	Analyst	Dept Code FS	Job Code 2707	Grade T-11
Job Title Tool and Warehouse Person			Date Updated	
Department Corporate Services	Division Supply Chain – Plant Supply		02-20-15	
Immediate Supervisor (Title)	Department Approved		Other Signatures <i>John R. Adams</i>	
Union Represented Position Local 223 UWUA – Stores Bargaining Unit			Normal line of promotion (T-Grade) T -1 thru T-11	

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

Under indirect and intermittent supervision of Supply Chain Supervisor and work direction of Procurement Specialist and/or Work Leader, orders, receives, issues, sorts, stores and maintains proper inventory of spare parts, equipment, materials, tools, etc., used for maintenance, installation, modification or construction od power plant equipment, buildings, etc.; receives, processes, verifies or initiates records and forms

pertaining to warehouse and tool crib functions; inspects and makes minor repairs to hand and portable power tools and equipment.

Typical Duties

1. Receives, checks in and inspects incoming shipment of tools, materials and supplies for damage, quality and correctness. Refers discrepancies to Procurement Specialist. Enters quantities received, freight bill information, serial numbers and rebuildable equipment into the computer. Records freight log information on all incoming material(UPS, RPS etc.) Create stock tags for all stock items and make labels for work order material and/or future project materials. Barcode and label all tools. Replaces damaged barcode labels and inventory adjustments for new tools into computer.
2. Issues tools, materials and supplies (stock and non-stock) as requested. Maintains proper records.
3. Receives, verifies, prepares, or processes all records and forms pertaining to warehouse and tool crib functions such as purchase orders, bills of material, material transfers, freight bills, return bills of lading, delivery sheets and receipts, balance tapes, etc. Takes inventory of tools and material. Order tools and products to replenish and replace tool crib material. Order warehouse supplies including: storage bags, light bulbs steel, electrical unistrut, plywood and lumber, nuts, bolts, pipe fittings, etc.
4. Packages, crates, tags, etc., material for shipment. Responsible for making sure material is fastened well onto pallets, crates, etc. Also responsible for verification,(EPA 40 CFR Part 265,174), loading, and safe movement of hazardous materials per D.O.T. regulations. Attends class every 3 years on D.O.T. regulations to ship and handle hazardous materials. (Course No 220302 – Hazard Materials D.O.T. H.M.181 “Receiving”.)
5. Inspects, cleans, and performs minor maintenance to hand and portable power tools, and equipment. Examples: Sharpens chisels and drill bits, grinds off burrs, replaces plugs, lubricates motors and moving parts, replaces hose fittings, tightens nuts and bolts, removes and replaces grinding wheels and wire brushes, etc. Erects and installs material storage fixtures. Assembles tools as required. Under direction of Supervisor Support Services or delegate, contacts vendor for pricing and send tools requiring major repairs to appropriate area or vendor. Enter order data into computer. Send tools, hydraulic pumps and other pumps to vendors for repair. Inspects and maintains records for all fall protection equipment including harnesses, lanyards, confined space retrieval equipment, and lifting nylon slings. Maintains and annually renews fall arrest equipment inspector certification. Send low voltage gloves for semi-annual inspection. Properly stores low voltage gloves.

6. Maintains established levels of tools and materials. Orders tools and materials. Records and reports to Procurement Specialist in unusual turnover (rapid or slow) of stock, tools, etc.

7. Unloads and moves materials, tools, etc., using hand trucks, floor operated bridge crane, hi-lo's up to 30 ton capacity, etc. May drive vehicles to pick up or deliver tools, materials and supplies from/to various locations. Delivers and retrieves material at job site, as requested.

8. Cleans and maintains work area.