

Josh Whitney

	Analyst	Dept Code	Job Code	Grade
Job Title Supplyperson Leader Central			Date 09/06/2013	
Department Corporate Services		Division		
Immediate Supervisor (Title) <i>Jamela Davis</i>	Department Approved <i>Josh Whitney</i>		Other Signatures <i>John R. Holmes</i>	
Normal line of promotion (T-Grade) From T-13				

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 Supervisor. Directs and/or participates in the activities of a Supplyperson Central. Receives, counts, verifies, sorts, identifies, and stores incoming shipments of materials. Also picks, stages, and loads outgoing material. In performance of duties, interacts repetitively with computerized warehouse control system through a stationary computer terminal and radio data terminals, both hand-held and vehicle-mounted. Operates various mobile high-tech equipment, such as turret truck, order picker, standard forklift, jack-stacker, and pallet mover; etc. Operates wire-spooling and wire-cutting machines, stretch-wrapper, and dock leveler. Loads and unloads trucks, trailers, and other over-the-road equipment.

Typical Duties

Receives, unloads, counts, identifies, stores sorts and issues tools and materials. Uses a computer and creates a receiving report with the computerized warehouse control system. Verifies the receipt of material against a purchase order, and the shipping documentation to create computerized load identification.

1. Establishes storage and tracking attributes on new stock material for the SAP product characteristic file.
2. Applies bar code labels to proper material loads.
3. Receives and interprets instructions from and performs interaction queries with computer-directed radio data terminal for various activities such as:
 - a. Storing received material in proper storage locations.
 - b. Performing replenishment of items to forward pick locations or zones.
 - c. Picking material (either pallet, case, or item picking); packaging picked material in a manner which is suitable for shipping and delivering the material to an assigned staging area.
 - d. Loads and secures material on vehicles for shipping.
 - e. Inventorying material on request to ensure physical and system balances agree.
5. Stands on and operates from an order-picker platform which can move down the aisle to various heights up to 40 feet to perform case and item picking of materials.
6. Operates a turret truck for picking/replenishment of full pallets of material stored up to 40 feet high.
7. Operates other vehicles such as a standard forklift up to 11 tons, jack-stacker, pallet mover; etc.
8. Operates wire coiling/spooling machines, stretch - wrappers, and dock levelers.
9. Uses hand tools such as hammers, knives, crowbars, wrenches, cable cutters, screwdrivers, band cutters, portable banding machines, electric staplers, etc.
10. Un-crates/un-packages and crates/packages materials as required.
11. Makes physical lifts during receiving, picking, and loading activities.

12. Operates printers for labels and reports.
13. Responsible for the quarantine of items requiring tests and/or inspection. Contacts General Purchasing and/or user organizations to conduct the required tests and inspections of these quarantined items.
14. Prepares items to be returned to the vendor due to being defective or incorrect.
15. Performs basic rigging in the process of unloading and loading trailers.
16. Drive vehicles to field locations to deliver; load or unload tools, stock, materials, or equipment.
17. Base loads material on vehicles at the satellite locations.
18. May be required to perform other related duties as assigned.