

Analyst		Dept Code	Job Code	Grade
Job Title <b>Supplyperson Construction Support Leader – MEP</b>			Date <b>November 29, 2010</b>	
Department <b>Major Enterprise Projects</b>		Division <b>Stores</b>		<i>John R. Dolmes</i>
Immediate Supervisor (Title) <i>John R. Dolmes</i>		Department Approved <i>Dan Kuchto</i>		Other Signatures
Normal line of promotion (T-Grade) From <b>T-13</b>				

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 and works with vendors, contractors etc. Directs and/or participates in the activities of a supplyperson maintaining materials, tools, and equipment for operating facilities. During periods of short term absence of a Supervisor, will be responsible for directing other MEP personnel at the various locations. Directs or performs duties such as receiving, sorting, verifying, counting, identifying, storing, packing, wrapping, issuing and maintaining inventory of all incoming stock, non-stock material, tools and equipment as required by SOX compliance. Drives and operates vehicles, trucks, trailers, forklifts etc. In performance of duties, interacts repetitively with the computerized warehouse inventory system through a computer terminal and radio data terminals. Maintains records, inputs and/or corrects source documents into D.T.E and/or other vendor tracking systems using various



computer software applications. Responsible for day to day security and maintenance of the facility and grounds. May also be required to perform other related duties as assigned.

### **Typical Duties**

1. Receives, inspects, sorts, counts, identifies, stores, issues material, and reorders maintenance materials, construction materials, tools equipment etc. Exercises care not to store or issue damaged stock or materials. Initiates credit requisitions for returning salvage and unused material to stock as needed.
2. Operates and positions cranes, trucks, trailers, booms, extend-a-booms, scissor lifts, front-end loaders, forklifts, pendant cranes to load or unload materials, tools, materials and other equipment. Operates snow removal and lawn/landscape equipment. Drives vehicles to field locations to deliver, load or unload tools, stock, materials or equipment. Loads /unloads various types of electrical/mechanical and construction related equipment. Responsible for fueling and checking oil in Company vehicles.
3. Sorts, weighs, ships, identifies, and separates materials. Returns salvaged and unused materials to assigned designated areas. Measures and cuts wire/cable and operates wire spooling and wire cutting machines. Performs required inspection of safety harnesses and other types of electrical/mechanical construction type equipment that are required to be inspected periodically. Ex: grinders, etc.
4. Uses small hand or power tools to crate or uncrate stock, tools, materials and/or equipment as well as uses in other daily warehouse/construction site functions. Dismantles various types of equipment using cutting torch, hand held tools, power tools and other equipment as needed.
5. Receives, initiates and follows up on identifying, manifesting and shipment of hazardous and non-hazardous substances. Maintains records and manifests for inspections and auditing purposes by Department of Natural Resources and the Environmental Protection Agency.
6. Responsible for ensuring Company procedures and ordinances are followed for fire protection and in the storing and tagging of hazardous waste. Coordinates and serves as liaison for on-site inspections by municipalities, DNR, EPA or other government or non-government agencies.
7. Operates computer terminal to create documents, reports, inputs source documents for managing and tracking tools, equipment, material, requisitions, purchase orders, and on hand balances etc. for DTE, vendors and contractors.
8. Maintains files and records of materials dispersed, requisitions, stock transfers, etc, for auditing purposes, stock movement, stock on hand, etc. Conducts inventories, assists in establishing and maintaining levels of stock, materials per Sarbanes-Oxley compliance standards. Answers inquiries and inventory requests.

9. Responsible for day to day maintenance and security of facility and grounds such as sweeping, removing snow and rubbish, disposing debris from trucks and trailers. Act as security on construction and plant sites.

10. Samples and performs lead abated paint removal from various related construction equipment as well as performs painting and lead abatement at remote locations on platforms, railings, buildings, doors, windows etc.

11. May be called upon to work outside of normal working hours for issuance of stock, tools or other equipment. May be asked to support other business units. Subject to work during off hours or shifts at any of the multiple MEP locations when necessary for efficient and/or logical progression of the job or in case of emergency. Responsible for attending training classes and attending to other related duties as assigned.

12. Performs other duties as assigned in support of construction projects and outages; basic rigging, vacuum truck driver/operator, deliver tools and equipment, drinking water and other supplies to skilled trades, janitorial duties, move furniture, landscaping etc.