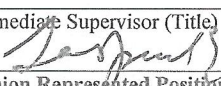
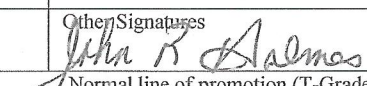


	Analyst	Dept Code 04	Job Code 2724	Grade T-11
Job Title Supply Person Investment Recovery			Date Updated 11-23-15	
Department Distribution Operations		Division S.C.O		
Immediate Supervisor (Title) 		Department Approved		Other Signatures 
Union Represented Position Local 223 UWUA – Store Bargaining Unit				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 of Duties:

Under indirect and intermittent supervision of an Investment Recovery Supervisor and the work direction of a Supply Person Leader, receives, sorts, classifies, indentifies, tagsand stores all incoming stock and non-stock material returned from various field locations. Uses computers, catalogs, manuals, blueprints, etc. to aid in indentifying material. Packs, wraps, crates and uncrates items of stock. Operates various types of equipment.

Typical Duties

1. Receives, sorts, identifies, tags classifies and screens all incoming stock and non-stock material, e.g., line construction material, power plant material and equipment as well as technical and computer equipment. Uses forklift, bridge crane, stock picker, 15 ton fork lift, yard mule tractor and front end loader in performance of day-to-day job duties.
2. Uses corporate computer programs such as **SAP, Specification books, OHL/UGL blueprints, spare parts and vendor catalogs and other aids in identifying and classifying unmarked and unlabeled material.
3. Checks all identified incoming material against **SAP to determine correct stock kind and handles accordingly. Stores reclaimable stock and non-stock material and equipment for refurbishing as directed by General Purchasing.
4. Prepares or handles forms such as **material transfers, **credit requisitions, **delivery and order receipts, **bills of material, bills of lading, **removal and repair tags, **internal orders etc, to identify, receive or transfer stock or non-stock material.
5. Makes trial runs on new methods of salvaging, modifying or manufacturing new stock items as requested by supervision to establish a cost and feasibility to determine if this type of work can be contracted.
6. Writes necessary paperwork and verifies material returned and/or handled by contractors by interacting with W-100 material computer system **CRT and RDTs
7. Dismantles various types of equipment using cutting torch, hand held tools and other equipment.
8. Uses corporate email applications to send and retrieve messages. Uses Microsoft Office to track material flow.
9. Effective for all employees hired into Investment Recovery after January 10th, 2005, a CDL Class "A" endorsement will be required except in circumstances deemed unusual as agreed between Investment Recovery Supervision and the Stores Bargaining Unit Chairperson.(such as medically unable to comply)
10. Samples and Performs lead abatement paint removal from transformers or any other equipment as well as lead abatement at remote locations from buildings, doors, windows, etc.\

** This includes becoming proficient with any subsequent replacements of the aforementioned or later mentioned systems, applications, catalogs etc.