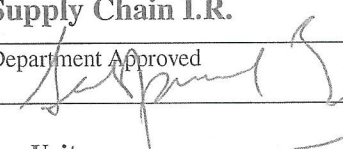
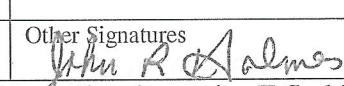


Analyst		Dept Code <b>04</b>	Job Code <b>2725</b>	Grade <b>T-13</b>
Job Title <b>Supply Person Leader Investment Recovery</b>			Date <b>Updated 02-20-16</b>	
Department <b>Corporate Services</b>	Division <b>Supply Chain I.R.</b>			
Immediate Supervisor (Title)	Department Approved 		Other Signatures 	
Union Represented Position <b>Local 223 UWUA – Stores Bargaining Unit</b>			Normal line of promotion (T-Grade) <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 the Area Leader/Supervisor, provides work direction to the Investment Recovery Supply Persons. Uses computers, catalogs, manuals, blueprints, etc. as aids in indentifying material. Receives, sorts, verifies, counts, indentifies, stores, packs, wraps issues and maintains inventory of all incoming stock, non-stock material, tools and equipment returned from various field locations and power plants. In Performance of duties, interacts repetitively with the computerized warehouse records, inputs and/or corrects source documents into D.T.E. tracking systems using various computer software applications. Responsible for day to day security and maintenance at various Investment Recovery work locations.

### **Other Duties/Duties As Assigned:**

Drives and operates vehicles, forklifts, pallet mover, pendant crane, line trucks, pental hook trailers less than 24 feet, 30 ton fork lift, front end loader, basic rigging, snow removal equipment, etc. Performs required inspection of safety harnesses and testing of various meter equipment. Measures and cuts wire/cable. Loads and unloads cable reels, streetlight posts, wire, transformers and associated material. Operates wire spooling and wire cutting machines. May operate plasma torch and repair transformers when needed.

### **Typical Duties**

1. Responsible for same duties as Investment Recovery Supply Person plus the following.
2. Leads Investment Recovery Supply Persons.