

Analyst		Dept Code 04	Job Code 2781	Grade T-11
Job Title <b>Supply Person Lines - Relief</b>			Date <b>Description Updated 04-06-17</b>	
Department <b>Corporate Services</b>	Division <b>Supply Chain</b>			
Immediate Supervisor (Title)	Department Approved		Other Signatures <i>John R. Adams</i> <i>Stores</i> <i>CAK</i>	
Union Represented position <b>Local 223 UWUA – Stores Bargaining Unit</b>			Normal line of promotion (T-Grade) <b>T-1 to T-11</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 description 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 superseding 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.**

**NOTE: Supply Person Relief employees that are headquartered at the Regional Service Centers in Electric and Gas will relieve employees at the cluster locations assigned to their immediate supervisor.**

**Regional Site Pontiac – Pontiac, Howell and Shelby**

**Regional Site Western Wayne – Western Wayne, Ann Arbor and Newport**

**Regional Site Redford – Redford and Caniff**

**Regional Site Mt. Clemens – Mt. Clemens, North Area, Lapeer and Marysville**

**Regional Site Allen Rd – Allen Road, Lynch and Coolidge**

### **General Summary of Duties:**

Under indirect and intermittent supervision of a Distribution Stores Supervisor or a Sr. Lines Supplyperson, receives, sorts, counts, identifies, stores, issues and maintains 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 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 boom, trucks, trailers, forklifts to load or unload materials, tools and other equipment. Sorts, weighs, ships, identifies, and separates materials. Returns salvaged and unused materials to assigned designated areas.
3. Drives vehicles to field locations to deliver, load or unload tools, stock, materials or equipment.
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 functions.
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.

8. Maintains files and records of materials dispersed, requisitions, stock transfers, etc., for auditing, 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. May be called upon to work outside of normal working hours for issuance of stock, tools or other equipment.
10. Responsible for fueling and checking oil in Company vehicles.
11. Responsible for attending training classes and attending to other related duties as assigned.

### **Qualifications**

- High School Diploma or GED.
- Demonstrate competency in the performance of all required duties within six months from transfer date.
- Able to lift and handle equipment and supplies weighing up to 100 pounds.
- Able to communicate effectively, both orally and in writing.
- Satisfactory physical examination.
- Meet Company driving standards. Michigan residents must obtain a commercial Driver's License (CDL) with a Group "A" designation and the air brake restriction removed on a valid driver's license within 6 months of transfer.
- Canadian residents must obtain an Ontario Class "A" License with a "Z" Air Brake Endorsement within six months of transfer. Ohio residents must obtain a CDL Group "A" with the air brake restriction removed within 6 months of transfer.