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| Analyst | | Dept Code | Job Code | Grade |
| Job Title Tool and Warehouse Person - Relief | | | Date 02-01-16 | |
| Department Corporate Services | Division Stores Division | | | |
| Immediate Supervisor (Title) <i>[Signature]</i> | Department Approved <i>[Signature]</i> | | Other Signatures <i>John B. Adams</i> <i>JEANNE ADAMS</i> | |
| From | | 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 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: Tool and Warehouse Relief employees that are headquartered in the Southern Region will relieve employees at the Southern Region locations. Tool and Warehouse Relief employees that are headquartered in the Northern Region will relieve employees at the Northern Region locations.

* Northern Region Plants include Greenwood Energy Center, Belle River Power Plant, and St. Clair Power Plant

** Southern Region Plants include Trenton Power Plant, River Rouge Power Plant and Monroe Power Plant

Typical Duties:

1. Receives, checks in and inspects incoming shipment of tools, materials and supplies for damage, quality and correctness. Refers receipt discrepancies to Associate Buyer or Procurement Supervisor. Enters quantities received, freight bill information, serial numbers and repairable

equipment into the computer. Records freight log information on all incoming material (UPS, RPS etc.)

2. Issues tools, materials and supplies (stock and non-stock) as requested. Maintain accurate records by performing computer system-specific transactions.

3. Receives, verifies, prepares, or processes all records and forms pertaining to warehouse and tool crib functions such as purchase orders, bills of material, material transfers, freight bills, return bills of lading, delivery sheets and receipts, balance tapes, etc. Takes inventory of tools and material. Order tools and products to replenish and replace tool crib material. Orders warehouse supplies including: storage bags, light bulbs, steel, electrical strut channel, plywood and lumber, nuts, bolts, pipe fittings, etc.

4. Packages, crates, tags, etc., material for shipment. Responsible for making sure material is fastened well onto pallets, crates, etc. Also responsible for verifying EPA 40 CFR Part 265,174 regulations, and loading, and safe movement of hazardous materials per D.O.T. regulations. Qualifies annually on D.O.T. regulations to ship and handle hazardous materials. (Hazmat DOT Receiving Course)

5. Erects and installs material storage fixtures. Assembles tools as required. Send tools requiring major repairs to appropriate area or vendor. Enter order data into computer. Send tools, hydraulic pumps and other pumps to vendors for repair. Send low voltage gloves for semi-annual inspection. Properly stores low voltage gloves.

6. Maintains established levels of tools and materials. Orders tools and materials.

7. Unloads and moves materials, tools, etc., using hand trucks, floor operated bridge crane, hi-lo's up to 30 ton capacity, etc. May drive vehicles to pick up or deliver tools, materials and supplies from/to various locations. Delivers and retrieves material at job site, as requested.

8. Cleans and maintains work area.