

		Analyst	Dept Code	Job Code	Grade
Job Title Utility Employee – Distribution Operations - Stores				Date 1-25-2016	
Department Corporate Services		Division			
Immediate Supervisor (Title)		Department Approved <i>[Signature]</i> 01/25/16		Other Signatures <i>[Signature]</i> 1/25/16	
Normal line of promotion (T-Grade)					
From		(\$20.00 per hour flat rate)			

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:

There will be a twelve (12) month bidding restriction. (Unless mutually agreed upon by management and the union)

Typical Duties

The job duties for this classification shall be, but not limited to, the following:

1. Distributes Tools in the Absence of a Supply Person or Supply Person Leader
2. Count materials, tools, and equipment

3. Operate all single unit trucks
4. Operate material handling equipment such as fork lift trucks, other power operated equipment except cranes, for yard storage and material handling functions within the scope of duties and shall possess a valid operator's permit/license where required
5. Assist in yard cleanup assignments, using single unit trucks, as needed
6. Complete paperwork related to initial receiving of goods.
7. Assist other Stock employees, when assigned by management to do so
 - a. Stock — Clean warehouse facilities and street grounds, clean and stock bins and shelves in Stock, and give hands-on assistance to Stock employees of higher classification in the performance of warehouse functions
8. P.O.M. — Perform general cleanup and 5s related duties and assists employees of higher classification
9. Drive and operate forklift up to 5 tons and hand operated pallet movers
10. Conduct inventories/cycle counts
11. Interact repetitively with the computerized warehouse inventory system through a computer terminal. (Shall not process paperwork through SAP unless stepped up to Supply Person.)
12. Work directly with and inquiries from other DTE Energy personnel in the course of this work
13. Use small hand or power tools to crate or uncrate stock, tools, materials, and/or equipment in the performance of duties
14. Fills vending machines as required
15. Attend training courses as required
16. Required to perform other duties as assigned