

RALLS COUNTY ELECTRIC COOPERATIVE

Position Title: Procurement / Warehouse / Building Maintenance

Reports to: Line Superintendent and Manager/CEO

Salary Range: \$18.00 but not to exceed \$35.00 per hour

OBJECTIVES

To purchase materials, vehicles, equipment and supplies on a timely basis at the best price, delivery and quality possible in order to provide the most effective and efficient purchasing to the Cooperative.

To establish and maintain controls, procedures and inventory levels for materials for effective management of the Cooperative.

RESPONSIBILITIES AND AUTHORITIES

Schedules and performs the purchases for the Cooperative in accordance with RUS specifications and Cooperative policies.

Prepares purchasing reports for the Line Superintendent, Office Manager and CEO.

Prepares and receives quotations for vendors on materials, vehicles, and equipment supplies.

Approves invoices to be paid within policies or directions.

Monitors receiving reports against requisitions.

Coordinates disposal of scrap poles and conductors.

Prepares monthly reports on special equipment.

Obtains license tags for new vehicles and replacement license tags for existing vehicles.

Assists in monthly and/or year ending physical inventory and makes periodic checks at the warehouse.

Develops and recommends needs, programs, policies and procedures on material control.

Coordinates the ordering of uniforms for Cooperative personnel.

Performs other duties as assigned.

EXTERNAL RELATIONSHIPS

Auditors – To assist in physical inventory count, inventory records and supplying copies of purchase orders.

Purchasing Agents – To work to better supply each Cooperative with surplus materials or supplies.

Salesmen and Factory Representatives – To receive quotations in order to buy the best quality at the best price with the best possible delivery.

Scrap Dealers – To coordinate with them on the disposal of scrap and obsolete material.

Members – To courteously answer member inquiries and if unable to do so, to direct them the appropriate person, to make every effort to gain their increased understanding and acceptance of the Cooperative's plans, programs and policies.

Performs other duties as assigned.

EDUCATION:

High School Diploma or equivalent required.

EXPERIENCE:

Must have five (5) years' progressive experience in warehousing materials, managing and purchasing in the electric utility industry with material equipment and vehicles.

JOB KNOWLEDGE:

Must have effective working knowledge of RUS approved list of materials, RUS uniform system of accounts, RUS Construction Specifications, OSHA Regulations and product knowledge of all manufacturers. Should have basic knowledge of office and purchasing procedures.

ABILITIES & SKILLS:

Ability to communicate with sales representatives. Requires above normal courtesy and judgement and sometimes requires tact and persuasiveness. Must have ability to operate calculator and Computer. Must possess a valid Missouri Driver's License.

WORKING CONDITIONS

Usual office and warehouse conditions with some overtime required.