

**CLASS TITLE:** Stores/Building & Grounds Keeper

**CLASS FUNCTION:** Responsible for electrical distribution system material, supplies and tools including coordination of ordering, receiving, storage and inventory tracking of all related items. Responsible to assist with the safety and security of materials, supplies, tools and building/grounds of the Cooperative.

**REPORTING RELATIONSHIPS:**

- Reports to: Purchasing Manager

**EXAMPLES OF DUTIES:** (Illustrative, not inclusive)

- Responsible for maintaining the necessary inventory for line materials, supplies, equipment, line tools, and rubber goods. including order, receipt, storage, issue and transfer of material. This includes coordination of incoming and outgoing freight shipment.
- Assists with the coordination of line materials between the offices, Subcontractors, and worksites, including processing necessary documentation
- Document and process required paperwork and electronic transactions for all processes to maintaining accurate inventory and record keeping as required by the Cooperative policy and procedure.
- Responsible for the neat appearance and maintenance of storeroom, loading dock, wash bay, outdoor material storage area, office, grounds, and parking area in assigned location to ensure safety and security of materials, employees and vendors with access to these areas
- Performs physical inventory counts as required;
- Mows grass, shovels snow, plows snow, salts sidewalks, trims shrubs, rakes leaves/stones as required;
- Uses chainsaw to cut used poles and coordinate timely disposal pursuant to Cooperative policy.
- Performs routine cleaning and maintenance of Cooperative facilities as directed;
- Performs light maintenance duties including changing light bulbs, batteries, cleaning windows, patching and painting as requested;
- Coordination of Rubber Goods Testing and Maintenance Schedule per ACEC policy and procedures
- Follows established procedures for handling, testing and disposing of oil filled equipment;

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- Performs minor repairs of tools and work equipment, or coordination of repairs with vendors, as requested;
- Oversees and ensures good planning, coordination, efficiency, accuracy and general good workmanship is applied to all duties; including ensuring good communication with the other departments to meet construction and work deadlines.
- Responsible for building and grounds security locking gates and doors at the end of each work day;
- Contributes to Department's and Cooperative performance by completing other related duties as changes require and are assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities of personnel so classified.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of material management procedures;
- Highly motivated to work in a self directed manner and foresee work that needs to be done;
- Ability to accurately process work orders and materials records;
- Good organizational skills and ability to multi-task;
- Computer Knowledge to include Microsoft Office (Excel, Outlook, Word) and internal systems and their use in material management;
- Mechanical/carpentry skills
- Ability and skill to accurately issue and transfer materials; ability to maintain appropriate inventory supplies and records;
- Ability to use chainsaw;
- Ability to use an iPhone
- Ability to operate a forklift;

- Ability to maintain effective working relationships with members and internal customers;
- Ability to maintain neat, organized, and efficient yard, storeroom, and office/showroom facilities.
- Works overtime as the needs of the cooperative require.

**EXTERNAL RELATIONSHIPS:**

- Members – Consumers
- General Public
- Dealer and Vendors Representatives
- Contractors

**NECESSARY QUALIFICATIONS:**

- High school diploma or GED equivalency
- Valid Wisconsin driver's license.

**DESIRABLE QUALIFICATIONS:**

Three years Materials Management related experience or technical degree in Materials Management; forklift experience and certification; and electrical/mechanical/carpentry ability; OR any equivalent combination of education and experience which provides the necessary knowledge, skills and abilities. Class A CDL license.

**PHYSICAL QUALIFICATIONS:**

Works in a climate controlled storeroom and outdoors in the material yard, occasionally during inclement weather. This position includes daily physical exertion including bending, twisting, pulling, moving and lifting heavy materials weighing up to 75 pounds. Occasionally lifting items in excess of 100 pounds. Use of eye-hand coordination skill to check incoming and outgoing materials and prepare inventory records. Activities include working at a computer terminal and extensive interaction with customers, both internal and external, through written, electronic and verbal communication. Occasionally delivers materials off-site, encountering vehicular traffic and poor weather conditions.