

TALLAHATCHIE VALLEY ELECTRIC POWER ASSOCIATION
JOB DESCRIPTION

Title:	Warehouse I	Reviewed:	August 2026
Job Code:	19E NRECA Code: 35-3611	Exempt Status:	Non-Exempt
EEO-1		Reports To:	CFO
EEO-1 Class		Supervises:	

JOB PURPOSE

To accurately and efficiently receive material ordered to support the Cooperative and to distribute materials from inventory accurately to Operations for work orders issued. Strive to maintain accurate records for accurate inventory. Support the Organization in all aspects of operations and building maintenance as assigned.

DUTIES AND RESPONSIBILITIES

Primary Functions

- Learn all electric and fiber inventory items, the warehouse operations, the processes required and the system transactions to support the operations.
- Gather and distribute material daily for work orders / jobs accurately and timely recording all transactions for material issued as required in the UPN system / computer inventory transactions.
- Accurately maintain inventory in an organized, safe manner so it can be identified, counted, issued, stored, and reconciled as applicable. Maintains needed documentation for the Cooperative such as, but not limited to, Transfer/Receiving Tickets, Material Tickets, Work Orders, Salvage, Inventory adjustments.
- Load and unload material from trucks, enter receipts for material received in the system as required accurately and timely the day the material is delivered. Identify any material shortages or variances to the purchase order, notify purchasing and accounting of all discrepancies for proper recording and resolution. Compares packing lists on incoming materials to purchase order, initial packing list, give receipt and all related paperwork to Accounting to process.
- Use moving equipment such as a forklift, fork jack, electric hoist, dollies and other transportation equipment to ensure that materials are moved and stored safely in proper locations. The responsibility of the warehouse is to maintain the warehouse in a safe, clean, organized manner with inventory properly identified, segregated, and accounted for at all times.
- Organize and put away salvage material daily as returned, account for salvage material and report it to Accounting for accurate recording as required. Work with Operations to increase salvage material that can be utilized by the Cooperative for jobs/ work orders in the future.

- Assist in performing cycle counts of inventory monthly as assigned to check for system variances vs. physical inventory. This may identify items taken out in storm events or discrepancies where purchase orders need to be placed. Cycle counts will be given out to be conducted monthly for high volume, long lead time, or large value items. Reconciles inventory shortages/overages. Makes periodic checks of material and supplies to maintain an average inventory and keep warehouse bins stocked with regularly used material. Fills out material inventory sheets for stock inventories. Identify and report to management and material that cannot be used on site for evaluation for disposal.
- Assist in the preparation and process to conduct an annual inventory physical count as required for external audit and to correct physical inventory with the process to count all inventory at the remote sites and primary site, researching variances, and resolving all known inventory issues to post an accurate physical inventory.
- Building maintenance - Maintains site yard, pole yard, and transformer yard clean and free of debris. Coordinate with Operations to keep clear paths and transit on the yard. Cut the grass at the primary site in all areas (not flowerbed preparation/maintenance). Does general housekeeping of outside grounds of warehouse and primary site. Handles transfer of mail daily and other building functions as assigned.
- Fill Line trucks up with diesel each morning as assigned.
- Monitor the diesel tank weekly to report levels to purchasing manager to order.
- Work with warehouse personnel to coordinate with remote sites on inventory organization, segregation / identification of inventory. Deliver material to sites and coordinate with area managers / other personnel in transferring material and supplies during routine working hours or during times of emergency according to proper procedures to ensure everything is recorded and accounted for timely and accurately.
- Follows Cooperative, OSHA and state and other regulatory rules and procedures. Participates in training programs for job knowledge and technical skills.
- Wears proper work and safety attire, such as, but not limited to hard hat, safety glasses, and leather gloves as needed. Attends safety meetings.
- Maintains own tools in proper working order. Cleans warehouse and keeps free from hazards. Reports to CFO hazardous conditions or needed maintenance.
- Must have or be willing to acquire a thorough knowledge of all line materials, equipment and apparatus, etc.
- Must have and maintain a valid Mississippi driver license and/or commercial driver's license.
- Completes time worked in E-time system daily.

Secondary Functions:

- Emergency storm support.
- Perform any other duties assigned in order to fulfill the objectives of the Association.
- Attend meetings, workshops, and courses relating to own job responsibilities and to improve job-related skills as requested.
- Functions performed by all TVEPA Employees: Keeps informed and complies with all TVEPA policies, procedures and rules. Participates in Job Safety and Training. Complies with all TVEPA safety rules and regulations. Exercises reasonable care in the use and security of all TVEPA assets. Makes every effort to serve all members courteously and efficiently, to respond to their inquiries, satisfy their complaints and if unable to do so, refer them to the proper persons. Makes every effort at all times to do possible to develop member's support. Keeps supervisor informed of all activities and advising of unusual situations or problems that arise. Cooperates with all employees in maintaining good working relationships and high morale, exchanges ideas, information and job experiences.

INTERNAL REPORTING RELATIONSHIPS

- Reports to the CFO
- Directs none

EXTERNAL RELATIONSHIPS:

- Maintain good relationships in all contacts with the public. Establishes effective working relationships, provides information, assistance, coordination, advice, and other positive communication that best represent the business needs of the Association with the following:
 - Suppliers and shippers: Regarding orders and deliveries.
 - General Public and Community: Maintains good relationships in all contacts with the public and community. Presents a friendly, positive, and professional image for the Association.

JOB SPECIFICATIONS

Education and Accreditation (s): High school diploma, or equivalent, required. Any experience in recording inventory transactions and or material handling preferred.

Job Knowledge: Must be able to develop a thorough knowledge of the tools, equipment, supplies, hardware, inventory, and apparatus required for electric distribution and construction and fiber material and construction as well as maintenance and service of both. Should be able to understand inventory control and storage principles including organization of inventory, segregation of part numbers, and cleanliness of the warehouse. Must be able to enter transactions in system accurately, count inventory accurately, ability to count and compare values (to determine wire gauge, footage per/lb. of wire, etc.) fiber quantities (tick marks/ reels), ability to use chart to figure quantities (wire), and ability to use computer, calculator, and or adding machine.

Abilities and Skills: Must be able to demonstrate increasing proficiency in the receipt, storage and dispersal of warehouse items in a safe and efficient manner. Must be able to lift and carry moderately heavy items and learn to safely operate hoisting equipment. Should be able to learn to read staking sheets for electric and fiber installations/ relocations / jobs. Ability to use proper tools, such as, but not limited to, two-wheel dolly, fork jack, forklift, electric hoist.

- **Physical Requirements:** While performing the duties of this job, the employee is regularly required to walk; reach with both hands and arms. The employee frequently is required to stand, stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds.

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 duties and responsibilities of personnel so classified.

After an offer of employment has been made the Association requires a physical which will include both alcohol and drug testing.