

TWIN VALLEYS PUBLIC POWER DISTRICT

Materials Manager

I. POSITION SUMMARY

Maintain the warehouse facilities and inventory levels in such a manner that provides for the safe, efficient and timely delivery of supplies to all departments.

II. REPORTING RELATIONSHIPS

Reports directly to the Director of Operations and Engineering.

III. MAJOR RESPONSIBILITIES

- A. Assists the Director of Operations and Engineering in completing construction, maintenance and/or operational projects.
- B. Responsible for their own safety, the safety of fellow workers, and the safe use and operation of the District's equipment.
- C. Completes daily inspections, timesheets, process material tickets, and/or all documentation that is required to maintain good records for the District.
- D. Processes quotations, requisitions, returns and warranty claims for materials, equipment and other items as needed to assure supplies are appropriate for the required needs.
- E. Maintains PCB testing program on transformers to ensure a safe environment.
- F. Provides for the inventory and testing program of all rubber protective equipment.
- G. Is not responsible for on call duties in the rotation with the District's on call team, but may be asked to work overtime hours when needed.
- H. Accurately receives, unloads, and properly stores materials and equipment, which includes verifying quantities with purchase orders and packing slips.
- I. Performs grounds keeping and janitorial work, keeping the proper maintenance routines on facilities, equipment and rolling stock, yards and vegetation control.

These responsibilities are intended to describe the general nature and level of work being assigned to this classification. They are not intended to be an exhaustive list of all responsibilities of personnel so classified.

IV. INTERNAL RELATIONSHIPS

- A. **DIRECTOR OF OPERATIONS AND ENGINEERING** – Requests advice and assistance, and confers directly to help complete the work plans of the District.
- B. **DIRECTOR OF ADMINISTRATIVE SERVICES AND ACCOUNTANT** – Confers directly to help assure accuracy of District records.
- C. **OTHER EMPLOYEES** – Maintains harmonious, courteous, and understanding relationships while fostering a collaborative teamwork environment.

V. EXTERNAL RELATIONSHIPS

- A. Meets with consumers to resolve problems, provide advice and assistance, and promote District programs, plans and objectives.
- B. Works with vendors, contractors and other utility companies to maintain positive working relationships that meet the goals of the District.

VI. POSITION SPECIFICATIONS

This position is not exempt under the provisions of the Fair Labor Standards Act and is subject to the District's policies and procedures pertaining to overtime hours.

- A. **EDUCATION AND EXPERIENCE** – A high school diploma or GED equivalent is required. Experience in construction, operations and/or maintenance of an electrical distribution and transmission system is beneficial, but not required. Must have one to three years related experience or training in warehouse operations or electrical line construction. Equivalent combination of education and experience will be considered.
- B. **KNOWLEDGE, SKILLS AND ABILITIES** – Must possess good interpersonal skills and the ability to accomplish a variety of projects simultaneously within established deadlines. Must have the ability to communicate well using the English language; both verbally and in writing. Must be certified, or able to obtain certification, in cardiopulmonary resuscitation and basic first aid. A working knowledge of Microsoft Excel and Word, and the ability to use internet navigation software is necessary. Must possess, or have the ability to obtain, a Nebraska commercial drivers license; and be certified to operate motorized equipment such as a forklift and skid steer.
- C. **PHYSICAL EFFORT** – Must be able to perform the activities as listed as position responsibilities. Must be able to travel throughout the District's territory and, on occasion, travel to areas outside the District's territory. Must have the ability to work in awkward positions. Must have good balance, and be able to stand upright for long periods of time, stoop, kneel, crawl, crouch, talk, see and hear. Must be able to lift 75 pounds above the head on an intermittent basis.
- D. **WORKING CONDITIONS** – Must be able to work in a wide range of weather and terrain conditions outside, which may include working in extreme storm situations. Majority of work will be completed in a heated warehouse located in the Cambridge headquarters.

To apply please contact Al Rogers, Director of Operations, at Twin Valleys Public Power District.

Phone: 308-697-3315

E-mail: alrogers@twinvalleysppd.com

Position open until filled.