



## Inventory & Procurement Assistant Position Description

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|---|--|--|-----------------------------------|
| <b>Department:</b><br>Electric  |  | <b>Immediate Supervisor:</b><br>Inventory & Procurement Foreperson |                                   |
| <b>Pay Group:</b> Field<br><b>Pay Grade:</b> 4  |  | <b>FLSA Status:</b><br>Non-Exempt                                  | <b>Last Updated:</b><br>6/15/2022 |
| <b>Positions Supervised:</b><br>N/A   |  |  |                                   |
| <b>Position Summary</b><br>Perform and assist with inventory & procurement duties. Assist field and office staff with general duties. |  |  |                                   |

### Essential Functions

1. Perform and assist with inventory duties.
  - A. Perform parts and materials duties including receiving, shipping, loading, unloading, storing, and delivery.
  - B. Organization of physical inventory (weekly cycle count).
  - C. Keep outside/inside storage and warehouse areas orderly and clean/tidy.
  - D. Keep truck/trailer garages clean and orderly.
  - E. Order fulfillment by completing picklists for work orders.
  - F. Monitor inventory supply levels and replenish as necessary.
2. In absence of the Inventory & Procurement Foreperson, responsible for operations site maintenance and security.
  - A. Oversee physical security of field services building.
  - B. Oversee and coordinate maintenance of building systems (HVAC, plumbing, etc.).
3. Assist field and office staff with general duties.
  - A. Perform general duties to support management.
  - B. Perform roadside construction flagging duties.
4. Performs other essential job duties.
  - A. Regular and timely work attendance.
  - B. Follows all safety procedures.
  - C. Participates in safety training.
  - D. Assist with snow removal for ERMU facilities.
  - E. Performs other duties as assigned.

### Required Knowledge, Skills, and Abilities

- Ability to efficiently operate construction type equipment.

- Ability to make decisions within policy and position parameters.
- Ability to effectively interact with supervisors, other employees, and customers.
- Ability to communicate effectively.
- Ability to interact with customers in a courteous and efficient manner.
- Ability to efficiently use computer, word processing and spreadsheet software, phone, copier, and other standard office equipment.
- Physical ability to perform job duties.

### **Minimum Qualifications**

- High School degree or equivalent.
- Possess a valid Minnesota driver's license with the ability to obtain and maintain a Minnesota Class A license within 1 year.

### **Preferred Qualifications**

- College or vocational training.
- Previous experience operating heavy equipment (examples include, loader, bobcat, sweeper, etc.)
- 1+ years of applicable experience.
- Previous electric utility experience.

This Position Description is not intended to be all-inclusive. It is within Elk River Municipal Utilities' discretion to assign additional duties and responsibilities or remove duties and responsibilities at any time.

**This Position Description does not constitute a Contract of Employment.**