

THE CENTRAL GEORGIA ELECTRIC MEMBERSHIP CORPORATION  
Job Description

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**SUMMARY:** Receives, stores, and issues materials, equipment, merchandise for resale, tools, and safety equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following (other duties may be assigned):

Ensures materials are stored for easy accessibility and the work area is clean, organized, and safe.

Issues gloves and other work equipment; collects rubber gloves and other rubber goods for testing.

Issues materials; receives and checks returned and salvaged materials; keeps warehouse bins stocked. Checks material in and out; retires material. Verifies and counts materials issued and retired ensuring that the paperwork is complete, accurate, and timely.

Checks all supplies and materials delivered to CGEMC and receives them into the accounting system.

Loads and unloads material as it is received.

Assists in reconciling materials on staking sheets within the allotted timeframe.

Assists with inventory processes.

Assists with the sale of obsolete or surplus material.

Performs other functions and responsibilities as assigned.

Is aware of and complies with Corporations' policy on Affirmative Action, Equal Employment Opportunity, and non-discrimination of customers on any benefits offered by CGEMC.

Complies with CGEMC's safety rules and regulations while performing duties.

Complies with OSHA rules and regulations.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High School Diploma or equivalent and experience which provides the necessary knowledge, skills, and abilities to satisfactorily perform the duties.

**LANGUAGE SKILLS:**

Ability to read and comprehend instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to convert between units of measure.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Georgia driver's license required, Class A CDL preferred. Maintain forklift certification.

**OTHER SKILLS and ABILITIES:**

Good computer and communication skills necessary.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand, walk, stoop, kneel, and crouch. Requires good hand-eye coordination, arm, hand, and finger dexterity, including the ability to grasp, and visual acuity to use a keyboard, operate equipment and read information. Specific vision abilities required by this job include close and distance vision. The employee is required to sit, reach with hands and arms, talk, and hear. Lifts up to 75 pounds shoulder-height and above; occasionally lifts 100 pounds chest, waist, and knee high; occasionally carries items up to 125 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions, the employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

Will be randomly tested for drugs and alcohol.

All qualified applicants for this position will receive consideration for employment without regard to race, creed, color, sex, age, national origin, disability, or veterans' status. Central Georgia EMC is an equal opportunity employer.