

PURCHASING AGENT

Tri-County Electric Cooperative, Inc.

1 POSITION OBJECTIVE:

To efficiently and accurately maintain materials and material records needed by the Cooperative and to coordinate this activity with the needs of all departments.

2 DUTIES AND RESPONSIBILITIES:

- (a) Process requisitions and completes the purchasing work for Engineering and Operations material supplies and other items as needed. Assures supplies received are correct and received in an appropriate period.
- (b) Documents all purchased or used material transactions.
- (c) Completes paperwork and computer entries documenting receipts and distribution of material to properly account for material transactions including all transformers.
- (d) Assists drivers' loading/unloading transformers and other material when requested with the use of the forklift.
- (e) Maintains purchasing records.
- (f) Takes physical inventory as required. Responsible for accuracy of material counted and processing final count on a timely basis.
- (g) Verifies receiving reports against requisitions
- (h) Measure gas tanks at assigned times and submits inventory amounts to the Accounting Department.
- (i) Schedules and performs the purchases for the Cooperative in accordance with RUS specifications and Cooperative policies.
- (j) Prepares and receives quotations from vendors on materials, vehicles, equipment and supplies. (Office, custodial etc.)
- (k) Coordinates disposal of scrap poles, conductors, and other materials.
- (l) Adheres to safety rules and practices.
- (m) Predetermines absolute minimum material requirements so construction and maintenance demands will be met without delay.
- (n) Responsible for staying informed on policies, procedures, RUS construction specification and other matters related to assigned work.
- (o) Prepare and issue computer generated purchase orders to vendors.
- (p) Develops and recommends needs, programs, policies and procedures on material control.
- (q) Stays informed as to vendor reliability and economic conditions which effect material and its availability.
- (r) Maintain a working relationship with manufacturers and vendor representatives as to changes in their ability to supply the Cooperative's needs.

- (s) Assist in preparing, obtaining and evaluating items and services bid by the Cooperative.
- (t) Encourage feedback from employees as to the workability of materials and equipment for possible changes, which may need to be made.
- (u) Establishes and maintains minimum and maximum inventory levels for material items.
- (v) Maintain daily e-time record.
- (w) Supervise warehouseman in cleaning and maintenance of warehouse.
- (x) Supervise day-to-day warehouse operations.
- (y) Direct and evaluate the performance of all warehouse personnel.
- (z) Participates in safety meetings, training programs and annual meeting as required.
- (aa) This list of duties and responsibilities is not intended to be all-inclusive and can be expanded to include other duties or responsibilities that management deems necessary.

3 KNOWLEDGE, SKILLS AND ABILITIES:

- (a) Associate's degree in business required.
- (b) Must have five years progressive experience in warehousing materials, managing and purchasing in the electric utility industry material, equipment and vehicles.
- (c) Must have effective working knowledge of RUS approved list of materials, RUS Uniform System List of Accounts, RUS Construction Specifications, OSHA Regulations and product knowledge of all manufacturers.
- (d) Should have thorough knowledge of office and purchasing procedures.
- (e) Must have effective communication skills in order to assist departments in determining and planning their purchasing requirements.
- (f) Speaks clearly and presents numerical data effectively.
- (g) Must be able to develop excellent negotiation skills in order to obtain high quality at fair prices.
- (h) Must be able to work accurately with large volumes of figures and calculations.
- (i) Posses Florida driver's license.
- (j) Must be forklift certified.

4 PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Works in office, warehouse and office yard most of the time. The employee is regularly required to talk or hear. The employee is frequently required to walk, sit and use hands to finger, handle, or feel. The employee is occasionally required to stand, reach with hand and arms, climb or balance and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

5 REPORTS TO:

VP of Finance

6 SUPERVISORY RESPONSIBILITIES:

Warehouseman

7 POTENTIAL CAREER PATH:

(a) Contractor Supervisor

(b) Staking Technician

(c) System Operator