

Navarro County Electric Cooperative, Inc.

SUBJECT: JOB DESCRIPTION BUILDING MAINTENANCE AND GROUNDSKEEPER

I. Objectives

To keep the office and warehouse of the Cooperative clean, maintain the Cooperative grounds. To meet these objectives by proper use of tools and supplies.

II. Responsibilities

- Checks out construction material to crew and service trucks.
- Assist with annual inventory of all construction material.
- Assist with accounting for sale of scrap material.
- Reports all needed repairs or defective equipment to supervisor.
- Maintains a neat and orderly building, warehouse, yard and other facilities.
- Responsible for transportation supplies.
- Maintains adequate supply of cleaning supplies and coffee room supplies
- Responsible for routine maintenance of building, warehouse, yard, and other facilities.
- Makes needed repairs or schedules non-coop repairmen to make repairs.
- Responsible for opening and closing of facilities daily.
- Makes trips to banks and post office as needed.
- Documents and receives deliveries of warehouse materials, stocks delivered supplies, turns invoices in to appropriate personnel.
- Maintains adequate supply of meter bases for distribution by front office personnel to new members.
- Assist with numbering wire reels and enters number into stock log.
- Assist with ensuring that defective transformers are ready for transport to TEC and loaded onto transport vehicle.
- Assist with stocking individual construction jobs with required supplies.
- Assist with restocking of unused construction material from job or from job retirements.
- Operate forklift (heavy lifting required).
- Performs other duties as required.

III. Proficient computer skills needed for various responsibilities.

IV. Relationships

A. Internal

Reports to: Manager Administration Service.

Other: General Manager

Superintendent

Office Manager

B. External

None

Essential Skills:

While performing the duties of this job, the employee is regularly required to sit, use hands, handle, talk, and hear. The employee is occasionally required to reach, stand, walk, climb, balance, stoop or kneel, crouch, crawl, push or pull, lift and/or move up to 50 pounds and operate a motor vehicle. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus for visual inspection involving small defects or parts, and/or operation of machines. The employee is subject to hazards due to the proximity of moving mechanical parts, environmental conditions, including extreme heat, extreme cold, and atmospheric conditions.

Comments:

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by the immediate supervisor and other management as required. The General Manager of Navarro County Electric Cooperative reserves the right to revise or change the job responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.