




Your Touchstone Energy® Partner 

March 17, 2025

NOTICE OF EXTERNAL JOB VACANCY

DEPARTMENT	POSITION	LOCATION
OPERATIONS	FACILITIES - WAREHOUSE COORDINATOR	BLYTHEWOOD OFFICE WAREHOUSE

General Requirements:

- A. The applicant must be of legal working age and possess a High School Diploma / GED, a minimum of two years related work experience, or an equivalent combination of education and experience.
- B. The applicant must be certified in Red Cross CPR, FEC's First Aid Course, and Forklift Training or successfully complete these courses within 90 days.
- C. Applicant must possess a valid A-Class SC Commercial Driver's License

All qualified applicants will receive consideration for employment without regard to disability, veteran status, or other legally protected status.

This institution is an equal opportunity provider and employer.

FAIRFIELD ELECTRIC COOPERATIVE, INC.
BLYTHEWOOD, SC

FACILITIES / WAREHOUSE COORDINATOR
POSITION DESCRIPTION

OPERATIONS DEPT.
2020

I. POSITION SUMMARY:

Responsible for the operation of two large warehouses and performing related work as required. Determines and maintains adequate levels of materials and equipment to assure an uninterrupted flow of materials for daily work by cooperative employees, outside contractors, and for use in emergency situations.

II. RESPONSIBILITIES:

- A. To receive, store, and issue all items of inventory in the warehouses for the cooperative's operating departments and personnel.
- B. Receives and sorts material and equipment retired from the distribution system into salvageable and non-salvageable categories; separates, cleans, and places salvageable items into the proper designated areas; disposes of non-salvageable items in the proper recycling bins; and completes documentation as required. Organizes and transports recyclable scrap metals; coordinates removal of other scrap material to include trash, wood products, aluminum and steel.
- C. To order materials as necessary to maintain adequate stock in both the Blythewood warehouse and the Winnsboro Warehouse. Requests purchasing of and maintains inventory and non-inventory materials through: blanket orders, requisitions, and direct vendor requests.
- D. Distributes parcel packages and expedited documents to designated personnel. Ships construction material and equipment as required; prepares packages for shipping through various shipping organizations; US Postal Service, DHL, UPS FEDEX, LTL Carrier and private vendor transport vehicles.
- E. Loads and unloads material, stores, material properly, electronically receives material in accounting software and forwards associated paperwork to appropriate personnel. Reconciles material received to shipping and accounting documentation.
- F. Keying in purchase orders for material acquisition.
- G. Releasing materials to a work order as it is removed from the warehouse.

- H. Conducting monthly minor material inventory of both the Blythewood warehouse and the satellite Winnsboro Warehouse.
- I. Conducting quarterly major material inventory of the Blythewood warehouse and the satellite Winnsboro warehouse. Conducts periodic cycle counts, semi-annual and annual auditor's inventory and accounts for reconciliation of warehouse inventory and accounting inventory records. Coordinates and electronically records transactions between the Blythewood and Winnsboro Warehouses.
- J. Conduct yearend inventory of both the Blythewood office and the satellite Winnsboro office and assist in inventory rectification.
- K. Maintains grounds: warehouse, dock, pole yard, and parking areas, etc.
- L. Maintaining minimum and maximum inventory levels to meet needs, save space, and minimize investment in inventory.
- M. Performs maintenance functions at both FEC facilities and assists in coordinating facility repairs and equipment installation by qualified and approved contractors: structural, security, electrical, HVAC, and plumbing systems.
- N. Operation of fork lift, DOT regulated vehicles, and conducts daily and weekly inspections on DOT vehicles and forklifts in compliance with OSHA requirements
- O. Be familiar with cooperative accounting and payroll procedures and submit daily time sheets and mileage records to insure an accurate record of hours worked, vacation, sick leave, holidays, etc. and that the hours are charged to the proper accounts.
- P. Abide by and enforce all company safety, personnel and service policies and procedures.
- Q. Must have the ability to effectively interact with other cooperative personnel, business and industry representatives, cooperative members, and the general public.
- R. Demonstrate the ability to operate the vehicles, equipment, and tools assigned to them in a safe manner and perform maintenance, cleaning and minor repairs as necessary.
- S. Demonstrate loyalty, integrity, and fair treatment toward all on daily basis.
- T. Report all accidents and incidents immediately, but no later than the end of the workday on the appropriate accident report form. Review all accidents and incidents and recommend corrective action.

- U. Input underground locates requests for electric work as part of the SC811 positive response system.
- V. Checks the fence line twice a week and maintains documentation (Blythewood Office) for cuts in compliance with FEC security requirements.
- W. Physically and electronically documents inventory transactions to include material issue and return; pick lists and material sheets.
- X. Prepares poles and paperwork, loads poles for customers, completes and maintains documentation. Maintains daily written and electronic documentation on wire usage and storage; physically lifts and maneuvers wire.
- Y. Wears proper work and safety attire, such as, but not limited to hard hat, safety glasses, and leather gloves as needed. Follows all safety regulations and instructions for personal protective equipment (PPE) as recommended on miscellaneous supplies and chemicals used in facility maintenance. Complies with all FEC employment and safety / security policies, procedures, rules and practices
- Z. Assist with restoration of electric service & annual meeting. Runs errands and performs other miscellaneous duties as assigned.

III. PHYSICAL REQUIREMENTS:

- A. Must be able to perform and execute the responsibilities of this position without external assistance from other personnel.
- B. Must possess the physical strength to lift up to 75 pounds of materials/equipment, without external assistance or mechanical aids.
- C. Must be able to work on hard ground surfaces for periods of 3 to 4 hours, with infrequent breaks.
- D. Must have the ability to perform the outside duties of this position during extreme adverse weather conditions, (temperatures above 90 and below 30 degrees F., rain, snow, sleet, high humidity, etc.) and be able to workdays, nights, weekends, and/or holidays for the restoration of service.
- E. Must have the knowledge and ability to safely work in confined spaces and cramped conditions for sustained periods.
- F. Must be able to effectively utilize a telephone and two-way radio in executing the position's assigned duties.

IV. EDUCATION, EXPERIENCE, AND REQUIREMENTS:

- A. The applicant should have a High School Diploma / GED, a minimum of two years related work experience, or any equivalent combination of education and experience.
- B. The applicant must be certified in Red Cross CPR or successfully complete the course.
- C. Be at least 18 years of age.
- D. General residency requirement or more restrictive as specified on job posting.
- E. SC commercial driver's license with maximum of four points.
- F. Successful completion of DOT physical and drug test.
- G. Areas of Experience
 - 1. A thorough knowledge of the procedures and methods of receiving, storing, distributing, and accounting for materials and supplies.
 - 2. A familiarity with general office procedures.
 - 3. The ability to maintain inventory and related records.
 - 4. The ability to prepare detailed reports.
 - 5. The ability to plan and supervise the work of others engaged in storekeeping and the maintenance of perpetual inventory control records.
 - 6. The ability to understand written and oral instructions; and related capacities and abilities.
- H. Skills
 - 1. Completion of FEC's First Aid Course
 - 2. Completion of Fork Lift Training

Notice: All of the essential functions listed for this position do not include marginal functions that are incidental to the performance of fundamental job duties. The scope and duties of any given position may change or be temporarily altered based on the business needs of Fairfield Electric Cooperative, Inc. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Notice: All requirements are subject to possible modification to reasonable accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or others.