

# Job Description



## Job Title: Materials Specialist II

JOB STATUS					
<b>Date:</b>	3/18/2025		<b>HR Contact:</b>	Lauren Zarzour	
<b>Location:</b>	Fields Store, TX		<b>Dept/Div.:</b>	Warehouse	
<b>Supervisor:</b>	Materials Manager		<b>Group:</b>	Business	
<b>Type:</b>	Full-Time	Regular	<b>Outside/Inside:</b>	Outside	
<b>Pay Type:</b>	Hourly				
<b>FOR HR USE ONLY</b>	<b>FLSA:</b>	Non-Exempt	<b>Grade:</b>	6	<b>Job Code:</b> 3611

JOB PURPOSE:	
<p>The Materials Specialist II is responsible for sourcing materials for jobs, loading and unloading freight trucks, sorting materials, and maintaining accurate inventory records. They utilize moving equipment, such as forklifts and hand trucks, to ensure materials are efficiently transported and stored in designated locations. Additionally, the Materials Specialist II ensures the warehouse remains clean, organized, and safe. They also prepare the required accounting reports and conduct the annual physical inventory.</p>	
ESSENTIAL JOB FUNCTIONS:	
	<ul style="list-style-type: none"> <li>• Expedites materials for SBEC line crews, warehouses, and contractors</li> <li>• Unloads, loads freight with a forklift</li> <li>• Issues, receives, and stocks materials for all materials transactions</li> <li>• Compares packing list on incoming materials</li> <li>• Conducts once a year physical inventory count and assists with audit</li> <li>• Clean warehouses, storage yard, sweeps or dust shelves and boxes</li> <li>• Stocks adequate supplies of commonly used materials in bins and shelves</li> <li>• Evaluates and documents items for salvage, return or retirement, restocks as necessary</li> <li>• Assist Materials Crew Leader in coordinating with engineering, maintenance and construction, contractors on material needs</li> <li>• Responsible for maintaining adequate records and inventory of materials</li> <li>• Must learn SBEC special equipment procedures</li> <li>• Must acquire ability to verify and check out proper material for jobs against staking sheets</li> <li>• Must wear proper work attire, hardhat, safety glasses, and leather gloves as required</li> <li>• Maintains SBEC and personal tools in proper working condition</li> </ul>

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	<ul style="list-style-type: none"> <li>• Must perform all duties in a safe and responsible manner</li> <li>• Verifies and documents the issuing and receiving of all materials</li> </ul>		
<b>Level:</b>	Individual Contributor		
<b># Reports:</b>	0	<b>Supervision Needed:</b>	Moderately Supervised

EDUCATION:			
<b>Degree:</b>	High School Diploma	<b>Field of Study:</b>	General

EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:			
<ul style="list-style-type: none"> <li>• Two years' utility experience with construction, materials, and accounting preferred</li> <li>• Ability to count and compare values</li> <li>• Ability to use charts to figure or convert formulas of conductor</li> </ul>			
TECHNICAL SKILLS			
<input checked="" type="checkbox"/> PC Skills	<input checked="" type="checkbox"/> Word	<input checked="" type="checkbox"/> Excel	<input checked="" type="checkbox"/> Power Point <input checked="" type="checkbox"/> Outlook
<input checked="" type="checkbox"/> IVUE (on the job)			
COMPETENCIES			
Communication Skills: <input checked="" type="checkbox"/> Written <input checked="" type="checkbox"/> Verbal <input checked="" type="checkbox"/> Detail-oriented			
<input checked="" type="checkbox"/> Organizational Skills <input checked="" type="checkbox"/> Interpersonal Skills			
<input checked="" type="checkbox"/> Accountability <input checked="" type="checkbox"/> Time Management <input checked="" type="checkbox"/> Setting Priorities <input checked="" type="checkbox"/> Work Independently			
<input type="checkbox"/> Other			

WORKING CONDITIONS:			
<b>Travel Requirements:</b>	None	<b>Driving:</b>	Requires Valid Texas Drivers' License
<input checked="" type="checkbox"/> Hazardous Chemicals/Substances <input checked="" type="checkbox"/> Dust <input checked="" type="checkbox"/> Excessive Noise <input type="checkbox"/> Fumes <input checked="" type="checkbox"/> Hot/Cold Temperatures			
<input checked="" type="checkbox"/> Work Around Moving Equipment <input type="checkbox"/> Odors <input checked="" type="checkbox"/> Wet/Dry Conditions <input checked="" type="checkbox"/> Operate Forklift			
<input checked="" type="checkbox"/> Ability to work after hours/weekend; storms <input checked="" type="checkbox"/> Operate Pallet Truck			
<input type="checkbox"/> Other <input checked="" type="checkbox"/> Two wheeled hand truck			
All San Bernard Electric Cooperative employees must know and follow job safety procedures, attend required health and safety training, proactively promote safety at work and promptly report actual and potential accidents and injuries.			

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PHYSICAL DEMANDS				
Warehouse Environment: 50%		Outdoor Environment: 50%		
Standing: 30 %		Walking: 40 %		Sitting: 30 %
Lifting: 70lbs. – floor to waist	Carrying: 70 lbs.	Pushing: 70 lbs.	Pulling: 70 lbs.	
<input type="checkbox"/> Climbing	<input checked="" type="checkbox"/> Balancing	<input checked="" type="checkbox"/> Stooping	<input checked="" type="checkbox"/> Crouching	<input type="checkbox"/> Crawling
<input checked="" type="checkbox"/> Reaching				
<input checked="" type="checkbox"/> Handling Perception	<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Hearing	<input checked="" type="checkbox"/> Sight	<input type="checkbox"/> Depth
<input type="checkbox"/> Other				