

ALBEMARLE ELECTRIC MEMEBERSHIP CORPORATION
JOB DESCRIPTION

TITLE: Maintenance Technician (Custodial)
DEPT: Operations
FMLSA: Non-Exempt
REPORTS TO: Manager of Operations

Albemarle Electric Membership Corporation (AEMC) is a relatively small electric distribution cooperative that serves approximately 13,000 members in five counties located in northeaster North Carolina. AEMC strives to safely deliver reliable power and related energy solutions to our members and local communities by providing the highest value through service excellence.

Job Summary: The Maintenance Technician (Custodial) will keep the facility of Albemarle EMC clean and orderly inside and outside. This will include the main office, warehouse, outside areas and vehicles. This employee will assist with the coordination of activities and operations of the warehouse and fulfill the duties of the Warehouse Supervisor in their absence. This employee will work closing with the Warehouse Supervisor and other departments.

Supervisory Responsibilities: None

Duties/Responsibilities:

1. Performs janitorial duties and general maintenance duties in the Cooperative facility and warehouse. This includes but is not limited to vacuuming, sweeping, mopping, and dusting common area, rest rooms, and break rooms. Remove trash daily or more frequently as needed.
2. Perform general and minor maintenance of the facility such as changing light bulbs, unclogging plumbing, sweeping sidewalks and entries.
3. Keep warehouse and storage areas in a clean, neat, and orderly manner.
4. Runs errands, makes deliveries, and picks up supplies as requested. Picks up and delivers mail daily and makes daily deposit.
5. Responsible for maintaining and ordering Janitorial Supplies.
6. Clean Cooperative vehicles as needed but at a minimum of monthly.
7. Perform limited grounds maintenance by walking the property daily and picking up trash, raking rocks and spot-spraying to maintain a neat and orderly appearance.
8. Oversees insecticide spraying inside and outside the building after hours or weekends.
9. Operate a forklift in a safe manner following all AEMC safety policies and procedures. Complete all inspections and daily reports. Use the forklift to move materials and supplies.
10. Assist in inventory of materials, equipment, and supplies for operations department. Inventory may occur monthly, yearly, or more frequently as needed.
11. Ability to pass class and maintain a first aid and CPR training card. This training will be provided by AEMC and gives the employee fundamental knowledge of basic first aid, cardiopulmonary resuscitation and the ability to initiate the emergency May-day procedures.

12. Coordinate the services of outside contractors when specialized repairs and maintenance are required. This includes personally checking in and/or issuing materials, supplies, equipment and accompanying them on the property while is being done.
13. In the absence of the Warehouse Supervisor, this employee will also manage the duties of the Warehouse Supervisor by handling check-ins, stocks all purchases or returned materials, supplies or equipment, and places orders as instructed by the Manager of Operations.
14. Assist the Servicemen or Line crew when requested and authorized by Manager of Operations.
15. Unloads materials, equipment and supplies when delivered. Remove salvageable materials from retired services and store in the warehouse.
16. Work effectively with Warehouse Supervisor and assisting in their absence.
17. All employees shall be trained in and familiar with the safety related work practices, safety procedures and other safety requirements in the cooperative's safety manual that pertain to their respective job duties. It is the employee's responsibility to attend regular safety training and work in a safe manner following the practices and procedures set by the company.
18. The employee may be asked to perform other related duties assigned by management that are not listed.

Skills / Abilities:

1. Must have a High School Diploma or General Education Development (GED) Certificate. Experience and training may be accepted in lieu of education requirements.
2. One (1) year of prior custodial or warehouse experience is preferred.
3. Have and maintain a current driver's license in good standing.
4. Computer experience with Microsoft Office programs is preferred.
5. Must be able to lift/move up to 35 pounds on a regular basis and occasionally lift/move more than 50 pounds.
6. Previous forklift experience preferred.
7. Essential job functions will require the ability to read, write, verbally communicate accurately, and understand other's directives and responses, observe details at close range and at a distance, walking, sitting, bending, carrying, lifting, kneeling, stooping, crawling, stretching, climbing.
8. Must be able to work in adverse weather conditions and in various terrains.
9. Able to work overtime and be on call as required.
10. This employee will be required to successfully complete tasks working independently, without constant supervision but also have the ability to work with groups maintaining the professionalism that is required by the co-op.
11. Ability to participate and successfully pass drug and alcohol testing as required by Albemarle EMC policies.
12. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Albemarle Electric Membership Corporation is an equal opportunity employer and will consider all applications without regard to race, sex, color, age, religion, national origin, protected veteran status, disability, sexual orientation, gender identity, genetic information or any characteristic protected by law.