

## JOB ANALYSIS WORKSHEET

**FLINT ELECTRIC MEMBERSHIP CORPORATION**  
**P. O. BOX 308, 3 SOUTH MACON STREET**  
**REYNOLDS, GEORGIA 31076**

<b>JOB POSTING</b>	<b>INTERNAL/EXTERNAL POSTING</b> ( <i>Individuals meeting the following requirements are eligible to apply.</i> )
<b>JOB TITLE</b>	<b>Warehouseperson II</b>
<b>JOB LOCATION</b>	2054 Belko Street, Fort Benning, GA
<b>JOB CLASSIFICATION</b>	Outside Job; Non-Exempt; Uniform Program
<b>SUPERVISOR</b>	Supervisor of Warehousing (Phillip Lawhorn)
<b>LAST DATE REVIEWED</b>	March 2022
<b>JOB SUMMARY</b>	Responsible for gathering materials as shown on material parts list. Responsible and accountable for material issues, returns, and receipts, and for accurately processing paperwork in Utility Power Network (UPN) software system. Safely loads material with powered lift truck, receives initial shipments of material and supplies, unloads common carriers, and inputs data. Assists in maintaining facilities.  <b><i>NOTE: This is a new progression program that provides an opportunity to advance within the department from Warehouseperson II to Warehouseperson I, and then to Senior Warehouseperson.</i></b>
<b>EDUCATION / TRAINING</b>	<u>Required:</u> <ul style="list-style-type: none"> <li>• High school diploma or equivalent</li> <li>• Minimum one year's experience in warehousing and accountability of materials</li> </ul> <u>Preferred:</u> <ul style="list-style-type: none"> <li>• Class B Commercial Driver's License or ability to secure within 3 months</li> <li>• Class A Commercial Driver's License</li> <li>• Forklift certification</li> <li>• Computer experience with Microsoft Word and Excel</li> <li>• Experience with SEDC/UPN (Southeastern Data Cooperative/Utility Power Net) or Meridian software materials and work order entry</li> </ul>
<b>KNOWLEDGE / INTERPERSONAL SKILLS</b>	<u>Required:</u> <ul style="list-style-type: none"> <li>• Personal computer knowledge</li> <li>• Good communication skills and positive attitude for getting along with co-workers, working as a team member, and responding in a positive manner to supervision</li> <li>• Willingness to support company goals and objectives</li> <li>• Strong work ethics including motivation and initiative</li> <li>• Ability to carry out daily duties in a professional manner</li> <li>• Good accuracy skills</li> </ul> <u>Preferred:</u> <ul style="list-style-type: none"> <li>• Knowledge of materials used by an electric utility cooperative</li> </ul>
<b>WORKING HOURS</b>	<ul style="list-style-type: none"> <li>• 7:30 a.m. to 4:30 p.m., Monday through Friday with one hour for lunch</li> <li>• Must be willing to work scheduled and/or unscheduled overtime if needed</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Valid driver's license with a verifiable safe driving record (Motor Vehicle Report required)</li> <li>• Must wear uniforms and safety equipment as designated by Flint's procedures</li> </ul>
<b>APPLYING FOR JOB</b>	<ul style="list-style-type: none"> <li>• For internal applicants, job change forms are available from Human Resources or the intranet. The deadline for applying for internal applicants is 5:00 p.m., Wednesday, June 15, 2022.</li> <li>• Qualified applicants may print an application from our website, <a href="http://www.flintenergies.com">www.flintenergies.com</a>, or pick up an application from our office at 98 Carl Vinson Parkway, Warner Robins, GA or 3 South Macon Street, Reynolds, GA. <b>The deadline for applying is 5:00 p.m., Friday, June 24, 2022.</b></li> <li>• Contacts: Chelsea Mullins, 478-218-5582, <a href="mailto:cmullins@flintemc.com">cmullins@flintemc.com</a> or Kathy Parrish, 478-847-5143, <a href="mailto:kparrish@flintemc.com">kparrish@flintemc.com</a>.</li> </ul>

**FLINT EMC IS AN EOE/AA: MINORITIES / FEMALES / VETERANS / DISABLED**  
**DRUG FREE / SMOKE FREE WORKPLACE**

Posted 06/13/2022

**PHYSICAL DEMANDS FOR ESSENTIAL FUNCTIONS  
WAREHOUSEPERSON II**

<b>ALERTNESS &amp; CONCENTRATION</b>	Maintains full alertness and concentration at all times, sometimes in inclement climatic conditions, at night, and during emergency storm shifts.
<b>VISION</b>	<p><u>Far Visual Acuity</u> - As necessary to drive and operate equipment, assess the status of fixtures on top of storage racks from ground.</p> <p><u>Near Visual Acuity</u> - Necessary for using calculators, written reports, operating controls on equipment, identifying materials, nameplates on transformers, computers.</p> <p><u>Peripheral Vision</u> - As necessary for driving and operating equipment safely.</p> <p><u>Color Vision</u> - Judges red, green and yellow traffic lights adequately to drive and colored indicator lights on equipment.</p> <p><u>Depth Perception</u> - Needed to judge distance when driving and operating equipment.</p> <p><u>Night Vision</u> - Same as above when working at night and in poor light.</p>
<b>HEARING</b>	Hears spoken conversation well while working on or around equipment.
<b>SPEECH</b>	Speaks loudly and clearly enough to be understood from ground to top of storage rack, 15 ft. pole or when 100 ft. away from co-worker despite heavy background noise and when visual signals cannot be used. Speaks clearly when communicating by 2-way radio.
<b>SITTING / STANDING</b>	Sitting 31-70% of working hours when operating equipment. 3-5 hours in eight (8) hour day. Standing 70-100% of working hours. Surface may be uneven ground, concrete or metal platform on equipment.
<b>WORKER MOBILITY / WALKING</b>	Can change positions frequently when on ground. When operating equipment, somewhat limited. Common distance for walking is 500 to 1500 feet on uneven ground. Total walking in 8-hour day is 4-6 hours.
<b>LIFTING / CARRYING</b>	Must be able to physically lift, push and pull 75 lbs. or over on a frequent basis in order to stock materials on shelves, push four-wheel carts loaded with materials, pull pallet mules loaded with goods.
<b>PUSHING / PULLING</b>	31-70% of working hours when working with materials.
<b>BENDING</b>	This job <u>frequently</u> involves bending at waist, stretching, reaching, standing, walking, crouching, crawling, climbing, twisting and rotating of body while in sitting and standing position, grasping tools or objects with one or both hands such as hand tools, boxes, steering devices, individual materials items, etc.
<b>REACHING / HANDLING</b>	Regular use of hands and wrists when gathering material, using small tools such as wrenches, bolt cutters. Grips hand tools for several minutes at a time. Operates controls on equipment for up to two (2) hours at a time. Writes reports and entries in logbooks.
<b>TWISTING / CLIMBING / CRAWLING</b>	Twisting can be avoided somewhat by taking step in direction of the work. Frequently climbs on and off trucks and equipment. Occasionally crawls while stocking and inventorying.
<b>ENVIRONMENTAL FACTORS</b>	Performs a variety of strenuous tasks outside, with temperatures varying from 32 degrees or below to 90 degrees or above, sometimes in rainy, stormy conditions, rarely in snowy or icy conditions. Frequently exposed to noise from construction equipment, heavy traffic, chain saws. Hearing protection is provided. Exposed to chemically treated poles and dust.
<b>MACHINES / TOOLS/ EQUIPMENT</b>	Computer terminal, calculator, scales, forklift, banding machine, compactor, overhead crane, standard shift vehicle, and small hand tools such as pliers, wrenches, bolt cutters, compression tools.
<b>SAFETY EQUIPMENT / SAFETY LOSS CONTROL PROCEDURES</b>	Hard hat, seat belts, safety glasses, work gloves. Mayday, CPR, first aid, defensive driving.
<b>DRUG TEST / PHYSICAL EXAM</b>	<b>Drug test required for pre-employment and random thereafter. Employment entrance physical exam required.</b>

Requirements are subject to possible modification to reasonably accommodate individuals with disabilities provided it does not pose a direct threat or significant risk to the health and safety of themselves or other employees.