**Job Title:** Materials Lead- Cooper Station- Expires- 8/21/2015  
**Job ID:** 4074  
**Location:** Cooper Station- Somerset, KY  
**Full Time**

**EKPC Company Information**

East Kentucky Power Cooperative is an electric generation and transmission company headquartered in Winchester, KY, just 15 minutes east of Lexington. We also have facilities across the state of Kentucky that generate electric power and service centers for local power lines and substations support.

EKPC offers a wage and benefits package that ranks among the best in the state. EKPC provides a 401(k) retirement plan; a medical and dental plan; competitive vacation package; and a professional work environment.

EKPC is an Equal Employment Opportunity Employer  
Minorities/Women/Disabled/Veteran

**Key Roles**

To provide oversight and work direction of warehouse and staff as applicable. Develops work schedules, assigns priorities to projects and effectively supervises the overall warehouse operation. Reviews and makes adjustments to inventory levels based on available data to help ensure that an optimum inventory level is being maintained. Responsible for the procurement of stock related materials, equipment and supplies for the warehouse facility serving as a sourcing agent for purchasing in which they will solicit bids and award purchase orders to the successful suppliers.

**Key Responsibilities**

Using historical usage reports, lead-time data, work plans/material forecasts, and established analytical processes; determines the appropriate Safety Stock Levels and Reorder Points/Quantities for all stock material in order to help ensure an optimum inventory level.

Responsible for the accuracy and accountability of all inventories under their control, including, but not limited to, the conducting and overseeing of all physical inventories.

Responsible for the day-to-day operation of the warehouse including, but not limited to, the assignments of tasks, the establishing of priorities in completing projects and procuring stock related materials, equipment and supplies.

Generates and evaluates requests for quotes (RFQ) from solicited bidders for stock replacement up to determined threshold, negotiates the best value, and awards a purchase order to the successful supplier.

Makes recommendations to Manager, Materials on any improvements in policies or procedures relating to inventory control.

Assists the Manager, Materials in the development and enhancement of the computerized supply chain management software.

Responsible for making sure all material requests are filled in a timely and accurate manner.

Works closely with various planners, engineers, plant managers, and supervisors/foremen to ensure all material requests are accurate and complete, including recommending material alternatives to help ensure their material needs are
Identifies materials that could be purchased more effectively by using long-term material contracts with key suppliers.

Serves on either the Transmission or Generation Material Standards Committee and helps to recommend standards for materials.

Provides work direction and coaching to warehouse staff within their responsibility area.

Ensures that various EKPC staff follow established Supply Chain procedures for requesting materials and managing inventory.

Through the recommendations of the Material Standards Committee, and as directed, identifies and oversees the proper disposal of surplus, obsolete, and scrap materials and equipment.

Ensures that the short and long-range goals and objectives for the warehouse section are attained and in line with the overall mission of the Supply Chain Department.

Ensures all OSHA and EKPC safety policies and procedures are followed.

Ensures that the warehouses and outside storage areas are maintained in an organized, secured and safe manner at all times.

Adheres to the annual warehouse budget.

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**Key Requirements**

**Education:**

Associate’s degree in a related area. CPM or CPSM certification preferred. Any equivalent combination of education and experience may substitute.

**Experience:**

Five (5) years of related experience.

**Skills & Abilities:**

Attend appropriate training including but not limited to related materials training and leadership development training as requested by supervisor.

Knowledge of ERP inventory modules is required.

Ability to understand and implement various analytical inventory control processes such as; safety stock, reorder points, economic order quantity, inventory turnover, and ABC Analysis is required.

Ability to interpret and understand blueprints, schematics and various other drawings.

Personal computer skills, especially in Excel, Outlook, and Word are required.

Must have a security awareness of materials stored in and outside the warehouse area.
and how discretion should be used in storing them.

Strong planning and organizing are required and must have the ability to assess and balance risk.

Strong oral, written and listening communications skills are required.

Strong interpersonal skills and effective problem-solving skills are required.

Must demonstrate effective product knowledge to recommend material.

Must be able to effectively interface and communicate with both internal and external customers having various levels of technical skills.

Ability to effectively solve inventory discrepancies is required.

Must be skilled in operating various types of forklifts.

Working knowledge of OSHA regulations and RUS accounting principles preferred.

Competencies

Technical/Professional Knowledge & Skills

Planning & Organizing

Customer Focus

Decision Making

Safety Awareness

Conditions of Employment

Must be willing to be "on call" at all times and travel on short notice.

This is primarily an inside position with occasional outside work during outages, regular lifting up to 50 lbs. and occasional lifting up to 100 lbs.

Must be able to work in inclement weather conditions, around dusty areas, some chemicals, and high noise levels.