

Department: Village of Lake Placid (Electric)
Classification: Competitive
Grade: _____

SPEC DISK G3
DOCUMENT 50

ELECTRIC INVENTORY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing the acquisition and distribution of a wide range of materials, supplies and equipment for the electric department, manages the disposals of transformers, reading electric meters, maintaining grounds and buildings as necessary at the electric department. The work is performed under the general supervision of the Electric Superintendent, Assistant Superintendent, Line Foreman, Substation Technician and Electric Meter Serviceman.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Orders, receives, inventories, distributes parts and supplies and materials;
Solicits and reviews bids from vendors;
Ensures that deliveries are undamaged;
Prepares specifications for items to be purchased;
Develops material lists for construction projects;
Leads monthly and annual inventory audit/review;
Delivers part and supplies to crews in the field;
Prepares a variety of reports;
Drives line trucks as necessary;
Reads meters;
Patrols lines during storms;
Completes work orders.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to follow oral and written directions; courtesy and tact; mechanical aptitude; dependability; good knowledge of electric parts, supplies and materials; working knowledge of purchase and requisition procedures; ability to organize data and prepare record and reports; ability to analyze and compare prices and quotations; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and data bases, as well as proprietary software utilized by the utility; ability to use underground utility locating equipment; ability to read electric meters; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or possession of a high school equivalency diploma and one year of experience in a position involving public contact;
- (b) An equivalent combination of training and experience sufficient to indicate the ability to do the work.

Special Requirements:

Candidates must possess or be eligible to obtain and maintain a CDL license within one (1) year of hire date to perform the duties of the position.

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