



502 North Main  
PO Box 438  
Mahnomon, Minnesota 56557  
Telephone: (218) 935-2517  
FAX: (218) 935-2519

April 15, 2019

## JOB OPENING

Wild Rice Electric, Inc., a rural distribution cooperative headquartered in Mahnomon MN, has an opening for a full time Warehouse & Purchasing Position. Candidate will order material; test transformers and regulators for PCBs and dispose of contaminated oil; number transformers and URD cabinets; perform inventory and other duties required to maintain a neat and orderly warehouse and building facility. Position requirements include a high school graduate or equivalent, vocational education or experience with electrical background helpful.

If interested, contact WRECI office or view the Cooperative's website at [www.wildriceelectric.com](http://www.wildriceelectric.com) for a complete job description and employment application. Applications must be submitted by May 8, 2019.

Wild Rice Electric Cooperative Inc.  
PO Box 438 - 502 N Main  
Mahnomon MN 56557  
PH: 218-935-2517  
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This institution is an equal opportunity provider and employer.

## **JOB SPECIFICATIONS**

### **WAREHOUSE & PURCHASING**

- EDUCATION:** High school graduate or equivalent required. Vocational training in electrical or mechanical field preferred
- EXPERIENCE:** One year in electric and/or warehouse work preferred. Successful completion of education and/or training in related field may be substituted for a portion of the experience or education requirement.
- JOB KNOWLEDGE:** Must have working knowledge of electric distribution, material, warehouse and hazardous waste program. Must be familiar with and be able to apply standard safety rules and regulations. Must operate computers
- ABILITIES AND SKILLS:** Must be able to apply job knowledge in maintaining warehouse and inventory management. Must have the ability to use power operated tools. Must be able to keep maintenance and repair records. Should be able to operate all equipment including forklift, digger truck and lawn equipment. Must have valid Minnesota commercial driver's license.
- WORKING CONDITIONS:** Working hours are 7:30 A.M. to 4:30 P.M., Monday - Friday. May be required to work overtime in emergencies or for snow removal. Outside work in repairing equipment in field and maintaining facility's grounds. Should have own hand tools. Must have the ability to lift 100 pounds.

**POSITION DESCRIPTION  
WAREHOUSE AND PURCHASING**

**OBJECTIVE**

- A. To be knowledgeable about materials used in construction and maintenance of an electric distribution system in order to purchase proper inventory of materials and supplies to meet the needs of the Cooperative.
- B. To establish efficient and effective control of the Cooperative's materials and supplies.
- C. To maintain the Cooperative's facilities, heating system, and grounds in good condition.
- D. Serves as coordinator contact for warehouse, purchasing and facility maintenance.
- E. To maintain a neat and orderly warehouse.

**REPORTING RELATIONSHIPS**

- A. Reports to: Operations Manager
- B. Supervises: None

**I. RESPONSIBILITIES AND AUTHORITIES:**

- A. Activities performed in this position:
  - 1. Enters all information on purchase order to be approved by CEO. Files copies of purchase orders for future use when material orders are received.
  - 2. Contacts and assists in contacting suppliers for price quotes on specific types of material, gathers information from suppliers on new products and makes product recommendations.
  - 3. Receives materials, inspects for damage and stores in proper places. Reports to supervisor damaged material and returns and secures "RA" (return authorizations)
  - 4. Prepares receiving slips on materials received; if necessary, marks the amount back ordered on purchase order.
  - 5. Responsible for maintaining the Cooperative's hazardous waste program including, but not limited to, testing the oil from transformers, regulators, etc. for PCB contamination, making the necessary arrangements for disposal of oil, monitoring such

disposal in accordance with the law and industry standards and maintaining required logs and records.

6. Performs yearly material inventory and checks for discrepancies as required.
7. Dismantles used material received and places it back into stock or junks it out depending on use and condition and weighs and tags reels of used wire received from retirements.
8. Gets bids for scrap material, weighs and keeps records of scrap sold and gives payment to cashier and sells junked poles according to prices set by company policy and has purchaser sign off on Hold Harmless Agreement.
9. Inspects and maintains adequate transformer inventory, numbers new transformers and URD cabinets, and junks out unusable items when necessary.
10. Recommends to Operations Manager sending oil circuit reclosures, transformers, and regulators for repairs and keeps records of same.
11. Checks doors in warehouse and garage and locks each evening on working days and shuts off lights.
12. Maintains facilities heating and cooling system, checks and makes necessary repairs to building, and works to maintain a clean and orderly headquarter facility.
13. Maintains inventory for all tools of significant value such as chainsaws, impact tools, etc. All tools to be numbered and works with plant accountant to keep records up to date. Missing or junk tools to be reported to supervisor. Keeps record of all tools or equipment borrowed out to ensure company rules are followed. Repairs or assists in the repair/overhaul of tools and equipment.
14. Maintains Cooperative yard facilities including fences, pole yard and radio tower areas to ensure they are kept clean and orderly.
15. Removes snow from parking lot, all sidewalks and aprons by the warehouse and office area and removes snow from pole yards and street around building.
16. Operates forklift and front-end loader for the purpose of handling materials and for snow removal.

17. Maintains a neat and functional work area at all times, sweeps floors daily, scrubs when necessary, cleaning office area when assistant is absent or has day off.
18. Conducts self at all times in a professional businesslike manner.
19. Drives cooperative vehicles, including commercial vehicles, in order to move, deliver and transport for work, maintenance or other purposes as may be required.
20. Performs such other activities as may be assigned by Supervisor from time to time and completes all work in a neat, orderly, and timely fashion.

#### **IV. DRIVERS LICENSE REQUIREMENTS**

A Commercial Drivers License (CDL) is a condition of employment. This Classification requires a CDL license in order to comply with State and Federal regulations. If the employee loses the CDL (or any other critical license of qualification) they will be disqualified from performing job functions and may be terminated.

#### **V. RELATIONSHIPS**

##### **A. Internal**

Director of Operations - Receives direction for work performance including ordering and handling inventory and supplies, maintenance of facility and warehouse duties.

Director of Finance & Administration - works with to maintain, repair and upkeep of office areas.

Warehouse Assistant - Works closely with Warehouse Assistant in order to ensure inventory and building is cleaned and maintained properly.

Mechanic - Assists in performance of duties.

Linemen - Charge materials out and in.

##### **B. External**

Suppliers - Seeks advice on materials and to resolve problems with materials received.

Transportation Companies - Solve shipment problems when they occur.

**PHYSICAL DEMANDS & ENVIRONMENTAL CONDITIONS**

**WAREHOUSE & PURCHASING**

Works part of time in a climate controlled office environment with minimal physical exertion. Interacts with consumers and employees via verbal and written communication.

Works part of time in a garage/warehouse, occasionally works outside to pick up equipment or load trucks, sometimes encountering poor weather conditions and low visibility. Works with considerable physical exertion, often experiences extreme noise, vehicular traffic, and slippery floors. Kneels, pulls, bends, and works in awkward positions. Frequently lifts items that weigh up to 50 pounds. Occasionally lifts materials weighing up to 100 pounds. Climbs on equipment. Occasionally uses toxic paint, cleaners, and solvents which must be used with protective clothing according to manufacturers directions to avoid harmful effects. Uses eye-hand coordination to operate a forklift.

**PHYSICAL DEMANDS**

|                            |   |
|----------------------------|---|
| Standing                   | Frequently stands on cement to supervise storage and retrieval of material.   |
| Walking                    | Frequently walks on WRECI grounds to gather materials.  |
| Sitting                    | Occasionally sits to do ordering and paperwork.   |
| Lifting, Carrying          | Frequently lifts materials weighing up to 50 lbs. Occasionally lifts materials that weigh up to 100 lbs.                  |
| Twisting, Pushing, Pulling | Frequently twists, pushes, and pulls cable reels while loading/unloading, sweeping and scraping floors, and snow removal. |
| Climbing, Balancing        | Frequently climbs on trucks and equipment to load materials.  |
| Kneeling, Crawling         | Frequently kneels to pick up materials.   |

|                        |   |
|------------------------|---|
| Talking                | Frequent - gives work direction; pricing and ordering materials.  |
| Hearing                | Frequent - participates in meetings; phone conversations.   |
| Communication          | Frequently communicates with vendors, suppliers, customers and WRECI employees.                           |
| Visual Ability         | Frequently drives a forklift to pick up materials.  |
| Bending                | Frequently bends to pick up materials.  |
| Gripping, Grasping     | Frequently grips/grasps materials to move and works with tools for maintenance of building and equipment. |
| Other Physical Demands | Eye-Hand-Foot Coordination to operate the forklift.   |

**ENVIRONMENTAL CONDITIONS**

|  |   |
|--|---|
| Exposure to Outdoor Conditions<br>Extreme Cold, Extreme Heat | Occasionally works under unfavorable weather conditions.                                |
| Precipitation  |   |
| Low Visibility   | Occasionally may work in fog, snow or rain in pole yard, or if called out to job sites. |
| Extreme Noise  | Occasionally works with loud machinery.   |
| Moving Parts   | Occasionally works with machinery and equipment such as chain saws and power tools.     |
| Electric Shock   | Not Applicable  |
| High, Exposed Places   | Not Applicable  |

|                                |   |
|--------------------------------|---|
| Radiant Energy                 | Not Applicable  |
| Exposure to Chemicals          | Works with cable cleaner, cleaning solvent and PCB's when testing transformer oil, etc.   |
| Vehicular Traffic              | Occasionally works in the service center while trucks are entering or leaving.            |
| CRT Screens                    | Operates computer to perform office and warehouse functions.                              |
| Slippery Conditions            | Occasionally encounters oily or wet floors in the service center or ice on outside areas. |
| Other Environmental Conditions | Not Applicable  |

# Application for Employment

Please Print



502 North Main  
P.O. Box 438  
Mahnomen, MN 56557  
Ph: (218) 935-2517 Fx: (218) 935-2519

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name \_\_\_\_\_ Applicant ID # \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State ZIP Code

Telephone # ( ) Cellular/Other Phone # ( ) E-mail Address \_\_\_\_\_

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_/\_\_\_\_/\_\_\_\_

**Referral Source** (Please check the appropriate category and list the source.)

- Walk-in \_\_\_\_\_
- Employee \_\_\_\_\_
- Advertisement \_\_\_\_\_
- Company's Website \_\_\_\_\_
- Other Internet \_\_\_\_\_
- School \_\_\_\_\_
- Job Fair \_\_\_\_\_
- Staffing Agency \_\_\_\_\_
- Government Employment Agency \_\_\_\_\_
- Other \_\_\_\_\_

If necessary, best time to call you is \_\_\_\_\_ : \_\_\_\_\_  
 Home  Cellular/Other

May we contact you at work? .....  Yes  No  
If yes, work number and best time to call:  
( ) : \_\_\_\_\_

If you are under 18 and it is required, can you furnish a work permit? .....  Yes  No  
If no, please explain: \_\_\_\_\_

Have you submitted an application here before? .....  Yes  No  
If yes, give date(s) and position(s): \_\_\_\_\_

Have you ever been employed here before? .....  Yes  No  
If yes, give dates: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Is this application a request for reemployment following an extended military leave of absence from this company? .....  Yes  No  
If yes, additional information may be requested.

Are you legally eligible for employment in this country? .....  Yes  No

Date available for work ..... / /

What is your desired salary range or hourly rate of pay?  
\$ \_\_\_\_\_ Per \_\_\_\_\_

Type of employment desired:  Full-Time  Part-Time  
 Educational Co-Op  Seasonal  Temporary

Will you relocate if job requires it? .....  Yes  No

Will you travel if job requires it? .....  Yes  No

If they have been explained to you, are you able to meet the attendance requirements of the position? ...  N/A  Yes  No

Will you work overtime if required? .....  Yes  No

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.  
 Yes  No  Need more information about the job's "essential functions" to respond

Driver's license number required if driving may be required in the job for which you are applying:

\_\_\_\_\_ State \_\_\_\_\_

Have you ever been bonded? .....  Yes  No

Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for our company? .....  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Employment History

Starting with your most recent employer, provide the following information.

|  |  |  |   |              |
|--|--|--|---|--------------|
| Employer   | Telephone #<br>(      )  | Dates employed: Month / Year to Month / Year | <b>Compensation (Starting)</b>                                  |              |
| Street address   | City State   |  | <input type="checkbox"/> Hourly <input type="checkbox"/> Salary | \$ _____ per |
| Starting job title/final job title                             |  |  | Commission/Bonus/Other Compensation \$ _____                    |              |
| Immediate supervisor and title (for most recent position held) | May we contact for reference?<br><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later |  | <b>Compensation (Final)</b>                                     |              |
| Why did you leave?   | E-mail:  |  | <input type="checkbox"/> Hourly <input type="checkbox"/> Salary | \$ _____ per |
| Summarize the type of work performed and job responsibilities. |  |  | Commission/Bonus/Other Compensation \$ _____                    |              |
| What did you like most about your position?                    |  |  |   |              |
| What were the things you liked least about the position?       |  |  |   |              |

|  |  |  |   |              |
|--|--|--|---|--------------|
| Employer   | Telephone #<br>(      )  | Dates employed: Month / Year to Month / Year | <b>Compensation (Starting)</b>                                  |              |
| Street address   | City State   |  | <input type="checkbox"/> Hourly <input type="checkbox"/> Salary | \$ _____ per |
| Starting job title/final job title                             |  |  | Commission/Bonus/Other Compensation \$ _____                    |              |
| Immediate supervisor and title (for most recent position held) | May we contact for reference?<br><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later |  | <b>Compensation (Final)</b>                                     |              |
| Why did you leave?   | E-mail:  |  | <input type="checkbox"/> Hourly <input type="checkbox"/> Salary | \$ _____ per |
| Summarize the type of work performed and job responsibilities. |  |  | Commission/Bonus/Other Compensation \$ _____                    |              |
| What did you like most about your position?                    |  |  |   |              |
| What were the things you liked least about the position?       |  |  |   |              |

|  |  |  |   |              |
|--|--|--|---|--------------|
| Employer   | Telephone #<br>(      )  | Dates employed: Month / Year to Month / Year | <b>Compensation (Starting)</b>                                  |              |
| Street address   | City State   |  | <input type="checkbox"/> Hourly <input type="checkbox"/> Salary | \$ _____ per |
| Starting job title/final job title                             |  |  | Commission/Bonus/Other Compensation \$ _____                    |              |
| Immediate supervisor and title (for most recent position held) | May we contact for reference?<br><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later |  | <b>Compensation (Final)</b>                                     |              |
| Why did you leave?   | E-mail:  |  | <input type="checkbox"/> Hourly <input type="checkbox"/> Salary | \$ _____ per |
| Summarize the type of work performed and job responsibilities. |  |  | Commission/Bonus/Other Compensation \$ _____                    |              |
| What did you like most about your position?                    |  |  |   |              |
| What were the things you liked least about the position?       |  |  |   |              |

|  |  |  |   |              |
|--|--|--|---|--------------|
| Employer   | Telephone #<br>(      )  | Dates employed: Month / Year to Month / Year | <b>Compensation (Starting)</b>                                  |              |
| Street address   | City State   |  | <input type="checkbox"/> Hourly <input type="checkbox"/> Salary | \$ _____ per |
| Starting job title/final job title                             |  |  | Commission/Bonus/Other Compensation \$ _____                    |              |
| Immediate supervisor and title (for most recent position held) | May we contact for reference?<br><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later |  | <b>Compensation (Final)</b>                                     |              |
| Why did you leave?   | E-mail:  |  | <input type="checkbox"/> Hourly <input type="checkbox"/> Salary | \$ _____ per |
| Summarize the type of work performed and job responsibilities. |  |  | Commission/Bonus/Other Compensation \$ _____                    |              |
| What did you like most about your position?                    |  |  |   |              |
| What were the things you liked least about the position?       |  |  |   |              |

## Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability. \_\_\_\_\_

If not addressed on previous page, have you ever been fired or asked to resign from a job?.....  Yes  No

If yes, please explain: \_\_\_\_\_

## Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

**Computer Skills** (Check appropriate boxes. Include software titles and years of experience.)

- Word Processing \_\_\_\_\_ Years: \_\_\_\_\_  Internet \_\_\_\_\_ Years: \_\_\_\_\_
- Spreadsheet \_\_\_\_\_ Years: \_\_\_\_\_  Other \_\_\_\_\_ Years: \_\_\_\_\_
- Presentation \_\_\_\_\_ Years: \_\_\_\_\_  Other \_\_\_\_\_ Years: \_\_\_\_\_
- E-mail \_\_\_\_\_ Years: \_\_\_\_\_  Other \_\_\_\_\_ Years: \_\_\_\_\_

## Educational Background

Starting with your most recent school attended, provide the following information.

| School (include City and State) | Years Completed | Completed  | GPA Class Rank | Major/Minor |
|---------------------------------|-----------------|--|----------------|-------------|
|                                 |                 | <input type="checkbox"/> Diploma <input type="checkbox"/> GED<br><input type="checkbox"/> Degree _____<br><input type="checkbox"/> Certification _____<br><input type="checkbox"/> Other _____ |                |             |
|                                 |                 | <input type="checkbox"/> Diploma <input type="checkbox"/> GED<br><input type="checkbox"/> Degree _____<br><input type="checkbox"/> Certification _____<br><input type="checkbox"/> Other _____ |                |             |
|                                 |                 | <input type="checkbox"/> Diploma <input type="checkbox"/> GED<br><input type="checkbox"/> Degree _____<br><input type="checkbox"/> Certification _____<br><input type="checkbox"/> Other _____ |                |             |
|                                 |                 | <input type="checkbox"/> Diploma <input type="checkbox"/> GED<br><input type="checkbox"/> Degree _____<br><input type="checkbox"/> Certification _____<br><input type="checkbox"/> Other _____ |                |             |

## References

List names and telephone numbers of three business/work references who are **not** related to you and are **not** previous supervisors. If not applicable, list three school or personal references who are **not** related to you.

| Name | Title | Relationship to You | Telephone | E-mail | # of Years Known |
|------|-------|---------------------|-----------|--------|------------------|
|      |       |                     | ( )       |        |                  |
|      |       |                     | ( )       |        |                  |
|      |       |                     | ( )       |        |                  |

## Social Security Number

SS# \_\_\_\_\_

We will use this information only for employment purposes and make reasonable efforts to safeguard your privacy.

## Related Information

To what job-related organizations (professional, trade, etc.) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.

| Organization | Offices Held |
|--------------|--------------|
|              |              |
|              |              |
|              |              |
|              |              |

List special accomplishments, publications, awards, etc.

Exclude information that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.

In your current or a previous job, have you ever written instructions or directions to be followed by employees or customers?

Yes  No  Not Applicable

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Is there any other job-related information you want us to know about you? \_\_\_\_\_  
\_\_\_\_\_

## Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, genetic information, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_