



ADMINISTRATION SPECIALIST

I. POSITION SUMMARY

The Administration Specialist will serve the members and support the goals of Jefferson Energy Cooperative (JEC) by effectively and efficiently providing support to the Administration Department.

II. REPORTING RELATIONSHIPS

- A. Reports to: Manager of Administration
- B. Directs: None

III. MAJOR RESPONSIBILITIES/ ESSENTIAL FUNCTIONS OF POSITION:

- A. Maintain detailed records, reports and rosters for Safety Meetings, Safety training, monthly board reports and contracted training to include recertification dates and expiration dates.
- B. Maintains detailed records and coordinates annual Motor Vehicle Record (MVR) and Clearinghouse requests to comply with the Federal Motor Carrier Safety Administration regulations (FMCSA)
- C. Maintains detailed records and coordinates DOT Physicals for JEC personnel holding a DOT Medical Card.
- D. Maintains detailed records and coordinates Commercial Driver's License renewals.
- E. Maintains detailed records and coordinates annual testing and maintenance of all fire extinguishing products at JEC.
- F. Maintains detailed records for monthly reports involving AED's, First Aid Kits and tools from outside employees and vehicles. Provides replacement requests as needed.
- G. Performs monthly inspection of fire extinguishers, AED's and First Aid Kits at JEC facilities. Provides replacement and repair requests as needed.

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- H. Maintain adequate levels of first aid supplies in the storage areas. Distribute first aid supplies as needed.
- I. Maintain adequate levels of safety supplies and tools in the storage areas. Distribute safety supplies and tools as needed. Submit replacement requests as needed.
- J. Maintain distribution logs for safety supplies and tools in the storage areas.
- K. Coordinates First Aid, CPR, AED, Flagging and Lift Truck Operations training as required for JEC employees.
- L. Coordinates new employee orientation for the Administration Department. Maintain records for orientation.
- M. Maintain records on all tool repairs and location of spare tools. Submits replacement requests as needed.
- N. Maintain records on Bi-Annual live line tools, grounds, rubber goods and boom tests. Submit replacement requests as needed.
- O. Maintain records on monthly PPE testing and replacements. Distribute PPE as needed.
- P. Assembles and maintains required documentation to comply with GEMC's Safety Accreditation Program.
- Q. Maintain records for fuel system inspections and repairs.
- R. Maintain records for Wood Quality Control (WQC) pole inspection as required.
- S. Maintain records for old pole disposal.
- T. Maintain records for special equipment disposal and transformer repair.
- U. Assists the Manager of Administration with material invoices and receiving during storm events.
- V. Maintain adequate levels of office supplies and printer cartridges in the

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storage areas. Distribute office supplies as needed. Submit replacement requests as needed.

- W. Maintain distribution logs for printer cartridges in the storage areas.
- X. Assist supervisors and Manager of Administration with inventory, purchase order reconciliation, receiving ticket reconciliation and work order reports.
- Y. Assist supervisors and Manager of Administration with detailed documentation regarding annual capital and expense budgets.
- Z. Assist the Material Supervisor and Manager of Administration with annual material inventory as well as Annual Meeting Activities.
- AA. Verify all receiving tickets against purchase orders and invoices for accuracy. Report discrepancies as required.
- BB. Assists in preparation of spreadsheets and documents needed for monthly reports.
- CC. Assists in activities involving local, state and federal (GEMA and FEMA) requirements to ensure loss recovery in the event of a declared emergency.
- DD. Works with all Cooperative's employee to promote the "team" concept at all times.
- EE. Makes himself/herself available for any work that may be required at times other than normal working hours.
- FF. Performs the duties of this position in a manner which is in accordance with established policies, practices and procedures to make a maximum contribution to the objectives of Jefferson Energy.
- GG. Attends job training and safety meetings.

NOTE: The above are major responsibilities/ essential functions of this position. They are not intended to cover each aspect of the position as the scope, duties, and functions of a given position may change or be temporarily altered based on the business needs of JEC. The basic requirement of every position is to perform all tasks as assigned by the

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supervisor.

The **ADMINISTRATION SPECIALIST** shall be required to perform any other duties assigned to fulfill the objective of JEC.

IV. EXTERNAL RELATIONSHIPS

- A. Vendors & Suppliers
- B. Associated Organizations



POSITION SPECIFICATIONS ADMINISTRATION SPECIALIST

Job Knowledge, Training Experience:

Required:

A high school diploma or equivalent is required.

Valid Driver's License

Preferred:

Advanced knowledge of JEC's Accounting System

Abilities and Skills:

Required:

Legible handwriting, proficiency in accurate computations, and the use of the calculator by touch;

Must have excellent communication skills, both written and oral;

Must have excellent organizational, planning, and problem-solving skills;

Must be able to work well with diversified groups as well as individuals;

Must be able to maintain confidential information;

Must be able to prepare written documents, perform calculations and prepare reports electronically using current computer-based applications;

Position performs a variety of duties which require a high degree of accuracy with attention to detail;

Must be able to organize and accurately complete written reports to meet deadlines and performance criteria;

Must be able to communicate and interact with all personnel at all levels of the organization;

Must be able to work with a variety of people under differing circumstances; and

Physical Effort and Working Conditions:

Requires physical ability in reaching, stooping, standing, walking, lifting; ability to lift small objects with the fingers, grasping, talking, hearing, repetitive motions, and defined light work. Visual acuity required with administrative machine

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operation.

General office environment: ability to work during emergency weather and other situations.

Travel required to attend various electric cooperative and associated organization classes and seminars.

Additional work time required to meet deadlines, attend training and meetings, and during extensive outages.

This is a 75% indoor position in an office environment and 25% outdoor position to perform monthly inspections.

Jefferson Energy Cooperative is a drug free workplace. After an offer of employment has been made, a pre-employment alcohol and drug screen is required.