

## **Notice of Position Posting**

January 29, 2026

### **Warehouse Clerk**

Carroll Electric Cooperative, Inc. is seeking qualified candidates for the position of Warehouse Clerk.

The objective for this position is to provide effective participation in the inside operation, outside operations, building maintenance and equipment consistent with job training and safety management practices.

This employee will be responsible for all electric supplies of the Cooperative pertaining to inventory – included shall be ordering material, receiving, disbursing, records pertaining to materials, and yearly material inventory balancing.

### **Qualifications:**

- A. Must possess a high school degree or equivalent.
- B. Must possess basic computer skills.
- C. Must successfully pass a background check, drug/alcohol test.
- D. Experience with utility materials is preferred.
- E. Possession of a Class A CDL is preferred.

A strong commitment to safety is required.

The awarded candidate will be required to live within 20-minute response of the facility within the first 6 months of employment and is required to be available 24 hours a day, 7 days a week, for scheduled or unscheduled assignments.

Carroll Electric is an equal opportunity employer and does not discriminate against minorities, females, disabled, or veterans.

Qualified candidates should submit their interest in writing to the President/CEO by Friday, February 20, 2026.

Carroll Electric Cooperative, Inc.  
PO Box 67  
Carrollton, Ohio 44615  
Attn: Larry J. Fenbers  
or e-mail to [info@cecpower.coop](mailto:info@cecpower.coop)

CARROLL ELECTRIC COOPERATIVE, INC.  
CARROLLTON, OHIO

Position Description

Warehouse Clerk

I. OBJECTIVE AND RESPONSIBILITIES

The objective for this position is to provide effective participation in the inside operation, outside operations, building maintenance and equipment consistent with job training and safety management practices.

Be responsible for all electric supplies of the Cooperative pertaining to inventory – included shall be ordering material, receiving, disbursing, records pertaining to materials, and yearly material inventory balancing.

The Warehouseman will:

- A. Maintain accountability for the Cooperative's electric supplies, including ordering materials, verifying receipts, managing stock disbursements, and ensuring the integrity of all inventory records.
- B. Dismantle and store all material properly.
- C. Clean and maintain storeroom, garage, linemen's room, operations building, outside grounds of headquarters facility.
- D. Maintain records on supplies, receipts, and disbursements.
- E. Assure that all safety standards are met within the headquarters facilities.
- F. Perform other emergency or operational duties as requested and assigned.
- G. Stage Material for construction/maintenance projects.
- H. Maintain rubber glove and sleeve rotation.
- I. Monthly test on emergency lighting, exit lights, fire extinguishers, and AEDs.
- J. Secure buildings and property after shift.
- K. Takes trouble calls on water heaters and load control switches.
- L. Collects information needed for rebates.
- M. Operate a skid steer to complete various tasks.

## II. QUALIFICATIONS

- A. Must possess a high school degree or equivalent.
- B. Must possess basic computer skills.
- C. Must successfully pass a background check, drug/alcohol test.
- D. Experience with utility materials is preferred.
- E. Possession of a Class A CDL is preferred.

## III. RELATIONSHIPS

- A. Reports to Operations Manager
- B. Directs: Summer Help
- C. Coordinates or cooperates with:
  - 1. Internal
    - a. Line Superintendent
    - b. Crew Leaders
    - c. Office Manager
    - d. Other employees - by assisting them in the fulfillment of their responsibilities.
  - 2. External
    - a. Consumers - by providing efficient, courteous service resulting in good consumer relations.
    - b. General Public - maintaining friendly cooperative relationships with the general public in the performance of these responsibilities.
    - c. Outside Contractors – by coordinating issuance and recovery of material.
    - d. Vendors – by coordinating review of pricing and ordering of material.

## IV. AUTHORITIES AND ACCOUNTABILITY

The Warehouse Clerk shall have full authority to carry out the duties and responsibilities of this position in conformity with established policies and procedures.

He/She will remember that he/she is accountable to his/her supervisor and the management of the Cooperative for the efficient performance of these responsibilities and that, although some of the responsibilities may be delegated or assigned to other persons, the accountability cannot be.

He/She is encouraged to use initiative and judgement in making decisions, remembering that the Cooperative's best interests are affected by his/her actions. He/She is encouraged to make suggestions for improvement of operations and efficiency.

He/She shall secure the approval of the Operations Manager in making decisions when policies are not clear or adequate or require interpretation.