



**August 28, 2026**

**JOB OPPORTUNITY**

**Warehouse Worker I  
Monroe location- 1 replacement position**

**Posted to internal employees and outside applicants**

**PURPOSE OF POSITION:**

To provide support in receiving, storing, securing and dispersing materials and supplies within the warehouse.

**QUALIFICATIONS:**

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Require the satisfactory pass of Walton EMC's employment entrance examination and drug screen.

**EDUCATION AND EXPERIENCE:**

Require high school graduate/equivalent. Prefer experience in warehousing or line construction responsibilities. Prefer knowledge of an electrical distribution system and materials, apparatus and equipment used in the construction and maintenance of electric distribution lines, substation and service to members. Require the ability to maintain accurate records; excellent interpersonal skills for working with fellow employees; excellent organizing and written communication skills.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**COMPUTER SKILLS:**

To perform this job successfully, it is preferred for the individual to have Microsoft Windows Office applications experience, data entry skills and be familiar with SEDC GA system.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Require the ability to have and maintain a valid Georgia Class A commercial driver's license and DOT certification within 12 months of entering position. Require the ability to have and maintain a forklift certification.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to sit and climb or balance. The employee must regularly lift and /or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:**

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts, outside weather conditions, and vibration. The employee is frequently exposed to high, precarious places. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually loud. Require flexibility to be available for overtime, and to work during emergency situations, as necessary.

**WORKING RELATIONSHIPS:**

**Internal:** Two-way communication with immediate supervisor for mandatory approval, training, and direction; with other personnel to provide and obtain warehousing information.

**External:** Demonstrates an awareness that the job exists to effectively serve each and every member, and at every opportunity to achieve increased member and public understanding for support of the cooperative.

This position is a non-exempt Grade 3205, with a salary of \$25.22 per hour.

Applications will be accepted until Friday, September 4, 2026. Internal applicants may apply by written internal application with the Human Resources Department. Outside applicants may apply by written application at the Monroe, Snellville, or Watkinsville Office. May email resume to [careers@waltonemc.com](mailto:careers@waltonemc.com). Contact Human Resources with any questions. For more information, please visit [waltonemc.com/about/careers](http://waltonemc.com/about/careers).

**WALTON ELECTRIC MEMBERSHIP CORPORATION  
WAREHOUSE WORKER I  
ENGINEERING AND OPERATIONS  
LEVEL 3205**

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following are the essential duties of this position and do not include marginal functions that are incidental to the performance of fundamental job duties. The scope and duties of a given position may change or be temporarily altered based on the business needs of Walton EMC. This document does not create an employment contract, implied or otherwise, other than as "at will" employment relationship.

- I. Gathers, issues and retrieves materials and supplies used in the construction of lines.
  - A. Obtains proper authorization prior to issuance of materials and supplies.
  - B. Issues reusable materials and supplies back to stock for future use.
  - C. Properly disposes of non-reusable materials and supplies in accordance with designated procedure.
  - D. Ensures storage facilities and work areas are maintained in accordance with designated procedure, and all materials and supplies are kept in assigned areas.
- II. Properly completes necessary paperwork to account for materials and supplies.
  - A. Informs Senior Warehouse Worker when inventory levels are either too high or low, based on cooperative standards.
  - B. Transports rubber gloves and line hoses to be tested.
- III. Provides assistance in maintaining warehouse responsibilities.
  - A. Provides adequate physical security for materials and supplies for the assigned areas of the warehouse.
  - B. Maintains inventory of and provides specific company and personal tools to line technicians as required.
  - C. Makes minor repairs on line worker tools and equipment in the warehouse area.
  - D. Issues meter bases, PVC, and water heaters to public, as deemed necessary.
  - E. Transports material to and from Walton EMC area locations or work sites, as directed.
  - F. Assists in the sale or disposal of scrap material.
  - G. Verifies job charge tickets for accuracy; making changes as deemed necessary.

- H. Verifies integrity of all materials brought in by line crews.
- I. Checks out and makes proper charge tickets for all materials leaving warehouse, including area warehouse stock.
- IV. Receives, checks, properly stores and prepares receiving records and change out tickets on all materials.
  - A. Verifies manufacturer part # and quantity on all inbound shipments against shipping ticket the day of receipt.
  - B. Prepares receiving record and submits to the purchasing department within five business days.
- V. Issues materials; receives and checks salvage materials.
  - A. Gathers material for following days work before close of business day.
  - B. Prepares, records, and returns excess material to stock within one day of receipt.
- VI. Maintains the transformer storage and pole storage areas in an orderly and accessible manner.
  - A. Ensures pole yard is free of grass, old poles, wire and debris.
  - B. Ensures clean transformer storage area and all units accessible.
  - C. Maintains an accurate monthly count of transformers and underground wire.
  - D. Inspect monthly transformers in stock are free of oil leaks.
- VII. Processes staking sheets list of needed materials, including material sheets, retirement sheets and over issue sheets pertaining to jobs.
  - A. Assembles material to complete job and make available to line crews.
  - B. Breakdown retirement and over issue and makes decision of material being returned to stock.

**05/2026**