

**Title:** Materials Reclaimer I  
**PG:** 003  
**Status:** Civil Service  
**Position Reports to:** Transmission & Distribution Supervisor  
**Department:** Lakeland Electric

**Class Code:** 7035  
**Date:** 10/09

**GENERAL DESCRIPTION OF CLASS:**

This is semi-skilled work that requires knowledge of electrical material and equipment used in a transmission and distribution system. Work involves responsibility in reclaiming reusable material, repairing and reconditioning this material, and returning it to warehouse stock. Material and equipment determined not reusable is disassembled and separated for its scrap value. Work is performed under general supervision and is reviewed for performance.

**ESSENTIAL FUNCTIONS:**

1. Collects all material and equipment that is turned in at the warehouse, separates items for salvaging, and scraps the rest.
2. Responsible for keeping drop areas and work areas clean as well as seeing that empty drop bins are available each day for the line crews.
3. Prepares salvaged items by cleaning, repairing, and making sure they are in good working order before returning to warehouse stock.
4. Records items being returned on proper forms and is responsible for checking these items into the warehouse for restocking.
5. Follows all applicable safety procedures and uses required safety equipment.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Ability to work from written and oral instructions.
2. Ability to use personal computer.
3. Ability to detect defects in materials according to established procedures.
4. Ability to make minor repairs to broken or defective materials and equipment.
5. Ability to identify various hand and power tools.
6. Ability to, understand and apply safe practices in the use of hand tools and power tools.
7. Ability to keep records and fill out warehouse forms to return materials for restocking.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires work that involves walking, standing, climbing, squatting, bending, reaching and heavy lifting, frequently exerting up to 50 pounds of force and routine keyboard operations. The job risks routine exposure to conditions that include working with mechanical parts, electrical current, exposure to vibration, chemicals, fumes, odors, dust, gases, extreme cold, extreme noise levels, operation of vehicles including a forklift .

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. High school diploma or its equivalent.

**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a valid state of Florida Class "A" Commercial Driver's License with Tanker Trailer endorsements within three (3) months of employment.
2. Must maintain a valid contact phone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.