

SUMNER COWLEY ELECTRIC COOPERATIVE, INC.
Position Description

Job Title: Swing Position-Material Handler/Line worker
Reports To: Foreman
FLSA Status: Full Time/Non-Exempt
Last Reviewed: January 2026

Position Summary:

The Swing Position at Sumner Cowley Electric Cooperative, Inc. is a hybrid role that combines responsibilities as a Material Handler (Warehouseman), Line worker, and Procurement Assistant. This versatile position plays a critical role in ensuring timely access to materials and equipment for line operations while also being available to support line construction, service work, and outage response in the field. In addition to maintaining accurate warehouse operations and inventory control, this employee coordinates with vendors and internal departments to facilitate material procurement in line with project needs and budget guidelines. This role enhances operational flexibility and system responsiveness.

Essential Responsibilities and Personal Conduct

The following list is intended to describe the general nature of the basic responsibilities and conduct expected of individuals employed by Sumner-Cowley Electric Cooperative. It is not intended to be an all-inclusive listing. The descriptions contained within are subject to change at any time at the sole discretion of the management.

Must be supportive of all policies and decisions set by management and the Board of Directors.

Conduct oneself in such a manner as to contribute to a better understanding of the Cooperative when in contact with members or the public, as well as maintain a harmonious relationship with all Cooperative employees.

Must be able to write legibly as well as read and comprehend material, display effective written and oral communication skills and the ability to communicate with the public and other employees tactfully and courteously.

Must have good interpersonal skills and ability to get along with diverse personalities; capable of conveying a positive and professional image.

Must be able to coordinate projects with other employees, as well as ability to work with and consistently meet deadlines, budgets, and work on several projects simultaneously.

Key Responsibilities:

The following list of duties is intended to describe the general nature and level of work to be performed by individuals assigned to this position. It is not intended to be an all-inclusive listing, and other duties may be assigned. The descriptions within this classification are subject to change at any time at the sole discretion of management.

Warehouse & Material Handling Duties:

- * Follow all safety rules, regulations, and best practices in accordance with OSHA, NESC, and cooperative policies. Participate in job briefings and always use appropriate PPE and attend all safety meetings and trainings
- * Receive, inspect, and organize incoming materials, equipment, and supplies.
- * Issue materials to line crews and maintain inventory tracking through cooperative systems.
- * Ensure proper storage and labeling of all warehouse inventory.
- * Operate forklifts, pallet jacks, and other material-handling equipment in a safe and efficient manner.
- * Conduct regular physical inventory counts and reconcile with system records.
- * Maintain a clean, organized, and safe warehouse and storage yard.
- * Participate in KEC peer organization for Material Handlers

Procurement Support Duties:

- * Assist with ordering materials, tools, and supplies based on inventory levels, construction projects, and maintenance needs.
- * Communicate with vendors and suppliers to request quotes, place orders, and track deliveries.
- * Review invoices and packing slips for accuracy and coordinate with the finance department for timely processing.
- * Monitor lead times and supply availability to prevent shortages or delays in critical materials.
- * Coordinate returns, warranty claims, and exchanges with vendors as needed.
- * Work closely with the DOO, Line Superintendent, and Finance Team to ensure procurement aligns with operational goals and budget constraints.

Lineworker Duties:

- * Assist with overhead and underground line construction, maintenance, and system upgrades under supervision of the Line Foreman.
- * Respond to member service calls and outages using the service/troubleshooting truck when assigned.
- * Perform routine system inspections and basic troubleshooting of electric distribution infrastructure.
- * Participate in after-hours callouts and storm restoration efforts as part of the on-call rotation.
- * Adhere to all cooperative safety policies, including use of PPE and participation in job briefings.
- * Actively participate in all required continuing education, safety training and professional development opportunities offered by the cooperative.

Cross-Functional Support:

- * Maintain effective communication with operations and engineering staff regarding material availability and scheduling.
- * Support project planning by forecasting material needs based on upcoming construction and maintenance work.
- * Provide operational flexibility by shifting between warehouse and field roles depending on cooperative needs.

Qualifications:

- * High school diploma or GED required.
- * Minimum of 5 years of experience in utility linework, warehouse management, or procurement functions.
- * Completion of an approved lineman apprenticeship program preferred- if not completed, must be enrolled and making adequate progress towards completion.
- * Valid Class A CDL (or ability to obtain within 6 months of hire).
- * Forklift certification (or ability to obtain).
- * Knowledge of electric distribution materials, inventory systems, and procurement processes.
- * Competency in Microsoft Office and inventory or procurement software.
- * Must live within a 20-mile radius of the cooperative headquarters building in Wellington, KS.

Preferred Skills and Attributes:

- * Strong safety awareness with willingness to speak up, stop work when unsafe conditions exist and support a culture of shared responsibility and accountability for safety.
- * Ability to shift seamlessly between warehouse, procurement, and field responsibilities.
- * Strong attention to detail with commitment to organization and inventory accuracy.
- * Effective communicator and team player with a cooperative mindset.
- * Proactive, self-motivated, and able to prioritize tasks based on dynamic operational needs.
- * Working knowledge of RUS material specifications and vendor relationships is a plus.

Working Conditions:

- * Work is performed in both indoor (warehouse/office) and outdoor (field) environments.
- * Frequently works outdoors in all weather conditions, including storms and extreme temperatures.
- * Required to be on-call for after-hours emergencies and outages.
- * Regular physical demands including climbing, heavy lifting, and working at heights.
- * Must be able to work extended hours during outage situations or severe weather events.

About Sumner Cowley Electric Cooperative, Inc.:

Founded in 1938, Sumner Cowley Electric Cooperative (SCEC) is a distribution electric utility serving five counties in rural south-central Kansas. With 1877 Miles of lines serving 4600 members our member owned cooperative delivers safe, reliable and affordable electricity to the farms, homes and businesses that power rural Kansas.

Sumner Cowley Electric Cooperative

Building on our Past...Lighting the way to the Future