AUBURN
Human Resources

Supv, Facilities Materials

Job Description

JOB INFORMATION

Job Code	ED07
Job Description Title	Supv, Facilities Materials
Pay Grade	FM13
Range Minimum	$47,270
33rd %	$56,730
Range Midpoint	$61,460
67th %	$66,180
Range Maximum	$75,640
Exemption Status	Non-Exempt
Approved Date:	9/26/2024 5:01:08 PM

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Surplus & Inventory Control

JOB SUMMARY

The Supervisor, Facilities Materials is responsible for overseeing the inventory control staff and coordinating the operations staff's daily work in meeting the Facilities Management Division's needs.

RESPONSIBILITIES

- Supervises the activities of subordinates in the Materials Warehouse including daily work schedules, personnel issues, time-keeping, regular performance reviews, and any other issues.
- Drives any necessary culture change and improvement in staff performance to deliver team and individual goals.
- Provides coordination and coaching to the team, ensuring training needs are met, enabling staff to achieve operational metrics and succeed in their roles.
- Oversees the warehouse processes of receiving, disbursement, stock/non-stock ordering, counter releases/returns, warehouse bins target level/reorder levels, and cycle counting.
- Reviews data reports to ensure costs are accurately applied to work order charges and returns.
- Oversees ordering processes to ensure electronic copies of all related emails, quotes and receipts are attached to electronic purchase orders.
- Ensures that team, materials handling equipment, storage, and racking safety standards are maintained.
- Monitors the activities and processes for accuracy and integrity of all materials record keeping.
- Monitors and measures supplier performance to ensure compliance with established quality and delivery standards.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or equivalent	and	5 years of	Experience in equipment/materials purchasing and/or warehouse operations	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of higher education and state purchasing policies and guidelines.	
Knowledge of accounting principles and practices.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting			X			
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking			X			
Hearing			X			
Repetitive Motions		X				
Eye/Hand/Foot Coordination		X				

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.