AUBURN
Human Resources

Coord, Materials - Dept

Job Description

JOB INFORMATION

Job Code	ED50
Job Description Title	Coord, Materials - Dept
Pay Grade	FM12
Range Minimum	$44,690
33rd %	$52,140
Range Midpoint	$55,870
67th %	$59,590
Range Maximum	$67,040
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/29/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Supv, Materials-Dept this position assists in the management of multiple warehouse operations and storage facilities located within Property Management facilities including the proper selection of materials, inventory amounts, purchasing and receiving of materials, and overall maintenance of inventory.

RESPONSIBILITIES

- Assists in the organization and maintenance of all warehouse and storage locations, ensuring proper material management for maintenance, HVAC-R, and custodial teams within Property Management. Conducts scheduled inventory counts to ensure proper levels are available and procedures are followed for releasing items from the warehouse.
- Works with all areas within Property Management to develop short and long-term inventory goals required to maintain operations throughout the fiscal year, ensuring all necessary operations are maintained without delays due to material shortages.
- Works with all areas within Property Management to determine appropriate material selections, vendors, material quantities, order schedules, and storage locations of stack items required to ensure proper material availability at all times.
- Assists in preparing purchase order requisitions, public bid documentation, and state contract selection required to ensure all state and university purchasing rules and guidelines are maintained.

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	May supervise employees but supervision is not the main focus of the job.

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		and	3 years of	Experience in equipment/materials purchasing and/or warehouse operations.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Understanding of organization, mathematics, accounting, language, and computer skills.	
Understanding of work management systems.	
Basic accounting knowledge; including all state and federal purchasing laws and regulations.	
Basic computer skills.Understanding of work management systems.	
Basic accounting knowledge; including all state and federal purchasing laws and regulations.	
Basic computer skills. Warehouse Operations, organization, maintenace of multi-resident housing.	

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	
Temperature Change				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions				X	
Vibration				X	