AUBURN
Human Resources

Supv, Materials - Dept

Job Description

JOB INFORMATION

Job Code	ED51
Job Description Title	Supv, Materials - Dept
Pay Grade	FM15
Range Minimum	$55,080
33rd %	$67,930
Range Midpoint	$74,360
67th %	$80,790
Range Maximum	$93,640
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/4/2024

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Assistant Director of Property Management, this position manages the purchasing of all inventory, non-inventory, and safety materials for Student Affairs Property Management and vendor partners. This position is responsible for organizing the inventory levels of Student Affairs Property Management, making sure that maintenance techs, safety personnel, HVAC-R technicians and custodial staff members have the materials needed to carry out their duties in a timely and efficient manner. Develops and manages processes for inventory control, counting, purchasing, and distribution of items. Coordination with third-party vendors and project managers to secure the required materials needed for Auburn University-controlled projects is addressed within this position.

RESPONSIBILITIES

- Manages purchasing for inventory, supplies, and equipment for Student Affairs Property Management. Ensure State of Alabama and Auburn University purchasing procedures are followed and appropriate vendors are utilized. Ensure proper inventory levels are maintained to ensure efficient maintenance of Residence Halls and Dining Facilities. Investigate and order equipment needed by Property Management technicians needed to complete their jobs.
- Manages incoming deliveries to ensure items are accurate and not damaged. Work with Freight Lines, FedEx, and UPS to ensure proper delivery schedules are met and any problems are resolved immediately. Ensure proper distribution of received items to technicians or stocked in appropriate locations within the warehouse. Conduct scheduled inventory counts to ensure proper levels are available and procedures are followed for releasing items from the warehouse.
- Directs warehouse employees, student workers, and TES on daily tasks and responsibilities. Manages day-to-day work schedules and works to resolve any employee conflicts and concerns. Ensure proper safety protocols are followed to minimize any job-related injuries. Develop policies and procedures for proper material handling in the Property Management warehouse. Coordinate service support technicians deployment to assist with equipment and furniture relocation. Responsible for hiring, termination, and training of employees under direct supervision.
- Performs accounting procedures related to warehouse operations including receiving merchandise, reviewing, and approving charges, managing staff time sheets, requesting quotes from vendors, and submitting orders for purchase. Reconciles purchases made by University Purchasing Card for monthly report entry.
- Manages control within the primary warehouses located at the Property Management Building as well as multiple storage locations in multiple departmentally managed properties to ensure proper inventory levels and security of items.

RESPONSIBILITIES

- Serves as the primary point of contact for Property Management warehouse and materials management. Meet with vendors to ensure the best pricing and materials are ordered. Serve as a representative for department and tradeshows and industry events.
- Attends HR employee classes in supervisory and managerial education. Participate in continuing education opportunities to ensure skills and abilities exceed what is needed to perform effectively.

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	
Associate's Degree	no specific discipline. Bachelor's Degree with no specific discipline is preferred.	and	4 years of	Experience in materials purchasing and warehouse operations.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of inventory control and financial record management.	

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		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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	