
Auburn University Job Description

Job Title: **Supv, Materials - Dept**

Grade: FM15 \$48,100 - \$81,800

Job Code: **ED51**

FLSA status: Non-Exempt

Job Family: Facilities, Maintenance, & Operations

Job Function:

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.

Essential Functions

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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 tradeshow and industry events.
7. 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.
8. Performs other related duties as assigned.

Supervisory Responsibility

~~Full supervisory responsibility for other employees is a major responsibility and includes training~~

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evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Associate's Degree	Associate's Degree is required, Bachelor's Degree with no specific discipline is preferred.
Experience (yrs.)	4	Experience in materials purchasing and warehouse operations.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of inventory control and financial record management.

Certification or Licensure Requirements

Pre-Employment Screening Requirements

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Date: 1/4/2024
