



ISSUED: 6/93

TITLE: <u>Materials Controller</u>	SALARY	CLASS
	SCHEDULE: <u>Staff</u>	CODE: <u>SA435</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY	EEO
	GRADE: <u>6</u>	CODE: <u>40</u>
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	FLSA: <u>Non-Exempt</u>	CLASS: <u>SA</u>

POSITION PURPOSE

Receive, inspect, deliver and maintain records for a large volume of varied research, instructional and office materials, equipment and supplies in a central receiving area to ensure prompt and efficient shipment of goods University-wide. Perform routine stock handling, shipping and receiving activities operating motor vehicles and power assisted material handling equipment.

ESSENTIAL JOB FUNCTIONS

- Receive, inspect and verify all incoming materials, equipment, supplies and collections, e.g. perishables, chemicals, manuscripts, etc. to determine condition and completeness of purchase order. Check packing slips against purchase order.
- Deliver all materials, equipment and supplies to various areas throughout the University; create and maintain proof of delivery documents. Operate motor vehicles and power assisted material handling equipment, e.g. hi-lo, dolly, cart, hand truck; unload, transport and place medium weight objects and materials in appropriate locations. Perform routine repair and maintenance of equipment and vehicles, e.g. check fluids.
- Prepare and maintain various shipping, receiving and purchase order records via hard copy or online record system. Compile data for statistical reports regarding volume of goods shipped and received. Investigate missing, late or damaged goods.
- Contact outside vendor representatives, University requisitioners, buyers and shipping and receiving personnel regarding status of anticipated orders and delivery. Answer routine questions and resolve problems as they arise; refer complaints and difficult customers to appropriate personnel.
- Maintain documentation for vendor payment and for identification of assets for the Asset Inventory Management System. Identify and assign property tags for capitol assets, freight claims and inspections, commercial invoices for foreign shipments, special documents for hazardous shipments and shipping documents; review and verify packing lists and bills for generation of receiving reports.
- Provide functional work direction of assigned tasks to an average number (3-6) of student and part-time support personnel. Assign and monitor work activities. Train in appropriate methods and procedures.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

- Maintain cleanliness of work area. Drive motor vehicles in emergency and relief situations. Maintain, repair and adjust routine equipment malfunctions.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification is designed to perform standardized work routines handling, shipping and receiving a large volume of research, instructional and office materials, equipment and supplies for the University at large. Work activities include the operation of power assisted equipment and demand the ability to drive a motor vehicle and use technical equipment, e.g. computer terminal. Functional supervision is exercised over an average number (3-6) of student and part-time support personnel. Work activities are performed given the following working condition factors, i.e. moderate physical effort (unload, transport and place medium weight objects and materials), unfavorable environmental conditions (exposure to temperatures, dust, fumes, etc.), minimal presence of hazards and normal sensory attention. This classification is generally located in a central receiving area of a School, College or Division of the University. This classification reports to and receives work direction from a work-leader or management/supervisor level position.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience.
- Some knowledge of storekeeping practices and inventory procedures preferred.
- Some stock handling, shipping and/or receiving experience preferred.
- Some knowledge of and experience operating power assisted material handling equipment, e.g. hi-lo, forklift, etc. preferred.
- Possession and maintenance of a valid Michigan vehicle operator's license is necessary.
- Some knowledge of various University locations preferred.
- Ability to drive an 18ft closed boxed truck with manual transmission.
- Ability to unload, transport and place heavy weighted objects (50lbs.) in order to receive and process shipments.
- Ability to communicate effectively with others.
- Ability to unload, transport and place medium weight objects in appropriate locations in order to receive and process shipments.
- Must obtain security clearance.
- Typically, incumbents have held positions working in a warehouse or central receiving area.