

TITLE: <u>Sr. Materials Controller</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA436</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>8</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>SA</u>

POSITION PURPOSE

Oversee and participate in receipt, inspection, delivery verification and record maintenance of 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

- Oversee and participate in receipt, inspection and verification of 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 to verify correct consignment address, count, commodity and condition.
- Deliver all materials, equipment and supplies to designated areas throughout the University; create, maintain and authorize proof of delivery documents for purpose of vendor payment. 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. Document and input status of shipments received, ordered, inspected, routed and not filled. Compile data for statistical reports, e.g. volume of goods shipped and received, packages processed, etc. Investigate problems with missing, late or damaged goods.
- 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 vendor packing lists and bills for generation of necessary reports.

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.

- Contact outside vendor representatives, University requisitioners, buyers and shipping and receiving personnel regarding status of anticipated orders and delivery. Answer questions concerning shipping, receiving and purchase order procedures, special delivery needs, etc.; troubleshoot and resolve problems as they arise; refer complaints and difficulties with damaged shipment to appropriate personnel.
- Provide functional supervision to a large number (7-10) of subordinate Material Controllers, student and part-time support personnel. Assign and monitor work activities. Train in appropriate methods and procedures; resolve problems and answer questions as they arise. Assist in monitoring overall departmental activities to ensure adherence to established policies and procedures.
- Maintain cleanliness of work area; open and close facility. Drive motor vehicles in emergency and relief situations. May rotate through similar work activities, e.g. priority package receipt and routing, UPS sort, routing and data entry, high-tech package processing.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This senior classification level is designed to oversee and participate in procedural 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 are semi-routine allowing the incumbent to adjust to possible changing work conditions by choosing the most appropriate procedure or precedent to follow. Work activities include the operation of specialized power assisted equipment and demand the ability to operate a motor vehicle and to use technical equipment, e.g. computer terminal. Functional supervision is exercised over a large number (7-10) of subordinate Materials Controllers, 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.
- Reasonable knowledge of storekeeping practices and inventory procedures.
- Reasonable knowledge of University procurement procedures.
- Some supervisory experience preferred.
- Ability to maintain records and prepare reports.
- Some knowledge of and experience operating power assisted material handling equipment, e.g. hi-lo, forklift, etc.
- Possession and maintenance of a valid Michigan vehicle operator's license is necessary.
- Some knowledge of various University locations.
- Ability to communicate effectively with others.
- Ability to drive an 18ft closed boxed truck with manual transmission.
- Ability to unload, transport and place heavy weighted objects (50lbs.) in appropriate locations in order to receive and process shipments.
- Typically, incumbents have held positions working in a warehouse, central receiving area or as a Materials Controller.