

The University of Akron
Classification Specification

Job Title:	Supv Surplus Property	Job Code:	45515
Job Function:	Staff	Grade:	116
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	5000 Facilities Management Administrative Group	Date:	3/15;5/08

Job Summary:

Responsible for supervising the day-to-day activities regarding the university's surplus property. Visit departments to inspect, identify and determine disposition of item. Responsible for storage of material and equipment and maintaining of surplus property located in Central Stores.

Essential Functions:

28% Responsible for receiving all materials and equipment, verifying the count, purchase orders, direct purchases on credit cards.

25% Responsible for evaluating surplus property and determining the value of items and/or disposition/scrap of the item. Check price comparison of items listed on website and various other sources. Review records and monitors the campus satellite stock locations. Coordinates and schedules the removal of surplus property off the campus. Prepare for and clean-up after surplus property auctions.

24% Supervisor daily activities and control all activities related the procurement and distribution of equipment and/or supplies. Train staff regarding the movement and storage of materials in and out of Central Stores.

10% Analyze university property to determine proper disposition of it.

10% Respond to inquiries from the campus community on receiving/ shipping, packages, delivers, addressing, etc.

3% Maintain and records all receiving, shipping and surplus property documents. Assist with special projects.

Education:

Requires high school diploma or GED.

Licenses/Certifications/Requirements:

Valid Driver's License. Training for Hazardous Material and certification to operate Forklift and Electric Pallet Jacks must be obtained within the first year of employment.

Experience:

Requires a minimum of 2 years experience in all areas of shipping and receiving. General knowledge of handling chemicals and hazard materials required. Effective communication skills and computer skills required. Ability to work effectively with and response to the needs of the university community in a timely manner required.

Leadership:

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

Physical Requirements:

Considerable physical exertion required involving bending, stooping, crawling, climbing, lifting or carrying heavy items (over 50 lbs. -- 75 lbs.) and periodically (up to 1/3 of time) working in difficult or awkward positions.

Working Conditions:

Occasional minor discomforts from exposure to less-than-optimal temperatures and air conditions. May involve occasional exposure to dust, fumes, or outside weather conditions, and/or frequent driving of a vehicle (50% or more of the time).

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.