



Job Title: Materials Management Assistant

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 101
FLSA Status: Non-exempt
Remote Work Eligible: No

JOB SUMMARY

This position prepares, receives, verifies, tags, and processes various packages and mail materials. Responsibilities may include: verifying shipments for proper documentation; tracking requisitions; inspecting, categorizing, verifying, certifying and processing College mail; operating postal equipment; processing parcels to be shipped; assembling and installing equipment; confirming property tag numbers and location are correct; updating and correcting inventory records; locating missing assets; providing courier services; and preparing records and reports related to inventory control.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Receives, unloads, checks, tracks, and organizes shipments and mail; runs and sorts incoming mail; places correct postage on outgoing mail; and operates and inspects applicable equipment.
- Inspects inventory; reports and addresses damages.
- Picks up, sorts, stocks, processes, tags, and distributes merchandise, inventory, and mail.
- Assembles and installs equipment as necessary.
- Tracks and updates operational records including inventory, delivery status, and storage records; prepares a variety of order forms and basic operational reports.
- Locates missing inventory as necessary.
- Inspects inventory for quantity counts and damages.
- Handles invoice receivers; verifies that invoices have correct amount.
- Delivers packages and mail between EPI services and EPI Tech.
- May perform maintenance on golf cart.
- Monitors reports; reviews and reconciles applicable p-cards.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Prepared: February 2023

High school diploma or equivalent: two (2) years of related work experience in mail processing and/or shipping and receiving; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic materials management procedures;
- Basic mathematics;
- Customer service principles;
- Recordkeeping principles; and
- Computers and related software applications.

Skills in:

- Using a variety of equipment to assist in sorting, distributing, or processing mail and inventory;
- Applying customer service principles;
- Using basic mathematics;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned workers, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Inspect packages and assets for damages.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Valid Florida Driver's License.

Bonded.

Forklift certification.

Pass a background check.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	<u>X</u>
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	<u>X</u>

Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	<u>X</u>
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	<u>X</u>
Pulling – use upper extremities to exert force, haul or tug.	<u>X</u>	Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

May be subjected to fumes, odors, dusts, gases, extreme temperatures, work space restrictions, and intense noise.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.