



Job Title: Materials Management Specialist

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 104
FLSA Status: Non-exempt
Remote Work Eligible: No

JOB SUMMARY

This position coordinates various steps of the receiving activities, purchasing steps, and product life cycle. Responsibilities may include: coordinating the donation of excess equipment/supplies; requesting quotations; recommending vendor for best price; issuing purchase orders; providing courier services; disposing of obsolete equipment/supplies; coordinating moves of equipment, supplies, or furniture; maintaining the cleanliness of the warehouse; and maintaining records of activities.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Examines and analyzes requisitions; coordinates the movement, stocking, purchasing, delivery, and disposal of equipment, supplies, and related inventory, which includes: coordinating the donation of excess equipment/supplies; providing courier services; disposing of obsolete equipment/supplies; coordinating moves of equipment, supplies, or furniture; and performing related duties.
- Performs purchasing duties which includes: requesting quotations; recommending vendor for best price; issuing purchase orders; and performing related duties.
- Receives, unloads, tracks, and organizes shipments and mail; operates and inspects applicable equipment; and maintains the cleanliness of the warehouse.
- Picks up, sorts, stocks, processes, tags, and distributes merchandise, inventory, and mail.
- Assembles and installs equipment as necessary.
- Prepares, maintains, and reviews a variety of operational records, reports, and inventory databases.
- May receive, unload heavy items, track, and organize shipments; operate and inspect applicable equipment including forklift; and maintain the cleanliness of the warehouse and truck depending on assignment.
- Drives among campuses depending on assignment.
- May direct contracted external move crews on building moves.
- May secure heavy equipment in truck for transportation to ensure safe delivery.

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- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

High school diploma or equivalent; four (4) 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:

- Materials management procedures;
- Customer service principles;
- Basic mathematics;
- Operational database management;
- Purchasing principles;
- Recordkeeping principles; and
- Computers and related software applications.

Skills in:

- Maintaining records and reports;
- Using basic mathematics;
- Purchasing materials;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Monitor and maintain inventory; and
- Provide customer service.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Valid Florida CDL Class "D" or Class "B" Driver's License depending on assignment.

Fork lift training and certification.

Airbrake endorsement depending on assignment.

LED exposure and drug testing depending on assignment,

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.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X

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.	
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.		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.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	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.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
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.	
Pulling – use upper extremities to exert force, haul or tug.		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 safe and secure work environment that may periodically have unpredicted requirements or demands. There may be, at times, heavy work, depending on assignment.

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.