



**Job Title: Materials Management Supervisor**

## **CLASSIFICATION DESCRIPTION**

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**Department: Facilities and Institutional Services**

**Pay Grade: 108**

**FLSA Status: Exempt**

**Remote Work Eligible: No**

### **JOB SUMMARY**

This position plans, coordinates, and monitors materials management services and supervises assigned staff. Responsibilities may include: establishing work priorities and daily schedules; purchasing supplies and equipment; maintaining records of purchases and activities; estimating budgets and related costs; maintaining contracts with courier services; processing related accounting data; preparing and monitoring a budget; recommending and implementing operating procedures; training employees on mail and receiving procedures; supervising the mailroom, shipping, and receiving; and maintaining an inventory of materials.

### **DISTINGUISHING CHARACTERISTICS**

N/A.

### **ESSENTIAL JOB FUNCTIONS**

- Supervises staff to include: interviewing and hiring; prioritizing and assigning work; training staff; ensuring that employees follow policies and procedures; recommending policy and procedure changes; and maintaining a healthy and safe working environment.
- Monitors inventory and purchases supplies as necessary.
- Inspects inventory for quantity counts and damage; reconciles materials to packing lists; contacts vendors; and corrects orders and listings as necessary.
- Monitors a budget, which includes preparing cost, estimates for budget recommendations, submitting justifications for budget items, monitoring and controlling expenditures; and reallocating funds as needed to cover expenses.
- Prepares and maintains a variety of operational records and reports; updates and maintains applicable databases; manages and maintains operational contracts.
- Postmarks all mail; receives and tracks all packages and deliveries; sets-up couriers for deliveries; and processes large bulk mailings.
- Responds to emails and produces reports.
- Performs other duties as assigned.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Prepared: February 2023

Associate degree in accounting, business, or a related field; 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:

- Supervisory principles;
- Customer service principles;
- Materials management procedures;
- Operational database management;
- Budget principles;
- Recordkeeping principles; and
- Computers and related software applications.

Skills in:

- Monitoring and maintaining inventory;
- Providing customer service;
- Maintaining records and reports;
- Monitoring a budget;
- 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:

- Prioritize and assign work; and
- Monitor and evaluate employees.

**CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

Fork lift certification desired.

**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)

<b>Physical Activities</b>		<b>Physical Activities</b>	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	<u>X</u>	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.	<u>X</u>	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.	<u>X</u>
Crouching – bending body forward by bending leg, spine.	<u>X</u>	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.	<u>X</u>	Standing – for sustained periods of time.	<u>X</u>

Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	<u>X</u>
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	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.	<u>X</u>
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.	<u>X</u>	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.	<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.	
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, weekends, and holidays.

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

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

Work is performed in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.

*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.**