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## Auburn University Job Description

Job Title:	<b>Mgr, Logistics</b>	Job Family:	No Family
Job Code:	<b>ED04</b>	Grade 32:	\$35,000 - \$58,400
FLSA status:	Exempt		

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### Job Summary

Manages and schedules the activities performed by Service Support, Logistic Support, and Special Projects workers, involving event setup, cleanup, and related movement of materials, equipment, and supplies.

### Essential Functions

1. Monitors, plans, schedules, and manages the daily activities of Service Support, Logistic Support, and Special Projects workers involved in completing the tasks of campus moving services, set-up for special events, and movement of materials and supplies.
2. Assigns specific duties and provides training to subordinate employees based on the receipt of work orders, request for service, visual observations, or directions from the Building Services Manager.
3. Supervises maintenance of equipment, pick-up and delivery of custodial materials and supplies to appropriate locations.
4. Resolves customer complaints, vendor problems, or financial issues and makes recommendations for improvements.
5. Maintains inventory, distribution, and collection of all chairs, tables, podiums, stages, and vehicles, including daily and year-end inventory verification.
6. Inspects buildings to determine the need for project cleaning activities.
7. Purchases and monitors material and supplies for the department within the Facilities Division.
8. Attends seminars, workshops, and training sessions to stay current on the principles, practices, and new developments in logistics and custodial services.

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	High School	High School Diploma or equivalent
<b>Experience (yrs.)</b>	4	Experience in logistical coordination to include planning the movement of materials, equipment, and supplies

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of event management. Skill in the organization and set-up of various services and equipment.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires sitting, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/4/2012

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