
Auburn University Job Description

Job Title: **Surplus Property Associate**

Job Family: No Family

Job Code: **ED29**

Grade 27: \$20,300 - \$33,800

FLSA status: Non-exempt

Job Summary

Under close supervision, removes, receives, organizes, inventories, and accounts for state and/or federally funded property from any/all Auburn University and Alabama Cooperative Extension Service (ACES) divisions. Assists in monitoring property through the final disposition (transfer, sale, disposal, etc.) of said property.

Essential Functions

1. Receives, organizes, and prepares for the removal of state and/or federally funded property from over 300 departments on campus and ACES. Verifies appropriate items to be surplus utilizing the Surplus Work Order submitted by the department. Schedules pick-up time with the department and coordinates the pick-up utilizing students, when necessary. Assists in determining which property retains monetary value or usefulness to the campus, which property should be disposed of, and which items should be disposed of through public sale.
2. Accounts for all Auburn University asset tags confirming surplus status while ensuring compliance with all applicable state and federal property laws. Ensures that federally owned items are not picked up prior to obtaining written consent from the Federal Department that owns the property.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	1	Experience in property moving and delivery work.

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

Skill in both verbal and written communication.

Certification or Licensure Requirements

Valid Driver's License. Once employed, will be required to become certified (on-the-job) to drive a fork lift and large box truck.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting more than 100 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling,

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

Date: 4/5/2018
