
Auburn University Job Description

Job Title:	Asst, Bld Svcs Logistics	Level I	Grade 29 \$25,000 - \$41,700
Job Code:	NA19*	Level II	Grade 30 \$28,000 - \$46,700
FLSA status:	Non-exempt		

Job Summary

Assists the Building Services Manager by coordinating the purchasing, tracking, receiving, and dispensing of inventory for the Building Services Department.

Essential Functions

1. Develops and maintains a master inventory of custodial equipment, including location, condition, serial number, and corresponding bar code and establishes a warehouse for these items.
2. Performs purchasing duties for several departments within the Facilities Division, including, reviewing bids, selecting items, requisitions and reconciling purchase orders.
3. Conducts inspections and audits on inventory usage or when equipment is purchased or retired to ensure efficiency by shops.
4. Coordinates supply requests with the Warehouse Manager and Supervisors to ensure prompt and efficient delivery and stocking.
5. Maintains front counter operations and assists customers as needed.
6. Resolves issues with vendors, customers, invoices, and payments.
7. Attends seminars, workshops and training sessions to become and remain current on the principles, practices, and new developments in custodial techniques.

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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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Follows specific procedures. Task variety is limited. Work is performed under close supervision.	Basic knowledge of standard office functions. Communicates with other is limited to exchange of routine information.	High school diploma or equivalent.
II	Tasks are varied and broad. Work is performed under occasional supervision.	Standard knowledge of office functions. Working knowledge of Auburn University administrative systems appropriate to the position.	High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent within Auburn University.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I High school diploma or equivalent.

Level II High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent within Auburn University.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in data collection and organization

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Certification or Licensure Requirements:

None Required.

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, climbing or balancing, handling objects with hands, and lifting up to 100 pounds.

Job occasionally requires sitting, stooping/kneeling/crouching/crawling, talking, hearing, and lifting more than 100 pounds.

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

Date: 12/16/2011
