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## Auburn University Job Description

Job Title: **Assoc II, Surplus Property**

Job Family: No Family

Job Code: **ED40**

Grade FM06 \$28,300 - \$38,200

FLSA status: Non-exempt

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### Job Summary

Under general supervision, the Surplus Property Associate II removes, receives, organizes, inventories and accounts for state and/or federally funded property from all Auburn University and ACES divisions and departments and monitors same through the final disposition (transfer, sale, disposal, etc.) of said property. These tasks are to be performed in a safe, courteous, and timely manner and in compliance with applicable state and/or federal laws, regulations, policies and procedures.

### Essential Functions

1. Removes or receives state and/or federally funded property from over 300 departments throughout campus and the Alabama Cooperative Extension Service.
2. Accurately and timely completes forms and reports involved such as Surplus pick up requests, state entity transfer forms, inventory reports, etc. and notarizes bill of sale when needed.
3. Verifies appropriate items to be surplus utilizing the Surplus work order submitted by the department. Accounts for all Auburn University Asset tags, confirming surplus status.
4. Ensures 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.
5. Receives, organizes, and prepares campus-wide electronic waste for disposal compliant with Federal/State laws and compliant with policies to prevent compromise of data.
6. Assists Alabama state funded agencies such as public schools, police departments, prisons, and any other agency that receives the majority of their funds from the state, in finding the items that they need and make ensure items are taken out of the Surplus Property Inventory system as they leave the building.
7. Assists Auburn University faculty & staff in exploring the warehouse for furniture for their offices, equipment for their labs, vehicles for their department, etc.
8. Coordinates with and generates work orders to other campus service support units to assist with the transport of items that need to be moved to the Surplus Facility. Ensures accurate accounting and verification of items as they arrive and are processed.
9. Assists as back-up to Surplus Property Coordinator as needed.

### 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>
<b>Education</b>	High School	High School Diploma
<b>Experience (yrs.)</b>	2	Experience in the safe movement of furniture, equipment, and other materials; operation of a motor vehicle; and basic computer skills.

#### **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**

Advanced knowledge of State and Federal property laws. Advanced knowledge of Auburn University campus and its over 300 departments. Knowledge of business equipment, computers, lab equipment, motor vehicles, farm equipment and familiarity with material handling equipment. Familiar with the Surplus Property System and AU Banner System. Experienced with Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Excellent communication skills both written and verbal.

#### **Certification or Licensure Requirements**

Certification to drive a fork lift and large box truck. Licensed and Bonded Notary.

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### 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.

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, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, climbing or balancing, and lifting more than 100 pounds.

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

Date: 5/21/2021

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