

---

## Auburn University Job Description

Job Title: **Coord, Materials - Dept**

Grade FM12 \$38,200 - \$57,300

Job Code: **ED50**

FLSA status: Exempt

Job Family: Facilities, Maintenance, & Operations

Job Function: Surplus & Inventory Control

---

### Job Summary

Reporting to the Supv, Materials-Dept this position assists in the management of multiple warehouse operations and storage facilities located within Property Management facilities including the proper selection of materials, inventory amounts, purchasing and receiving of materials, and overall maintenance of inventory.

### Essential Functions

1. Assists in the organization and maintenance of all warehouse and storage locations, ensuring proper material management for maintenance, HVAC-R, and custodial teams within Property Management. Conducts scheduled inventory counts to ensure proper levels are available and procedures are followed for releasing items from the warehouse.
2. Works with all areas within Property Management to develop short and long-term inventory goals required to maintain operations throughout the fiscal year, ensuring all necessary operations are maintained without delays due to material shortages.
3. Works with all areas within Property Management to determine appropriate material selections, vendors, material quantities, order schedules, and storage locations of stack items required to ensure proper material availability at all times.
4. Assists in preparing purchase order requisitions, public bid documentation, and state contract selection required to ensure all state and university purchasing rules and guidelines are maintained.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

*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.*

---

---

## Auburn University Job Description

---

### Minimum Required Education and Experience

|                          | <u>Minimum</u> | <u>Focus of Education/Experience</u>                                      |
|--------------------------|----------------|---|
| <b>Education</b>         | High School    | High School Diploma is required.  |
| <b>Experience (yrs.)</b> | 3              | Experience in equipment/materials purchasing and/or warehouse operations. |

#### 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

Understanding of organization, mathematics, accounting, language, and computer skills.

Understanding of work management systems.

Basic accounting knowledge; including all state and federal purchasing laws and regulations.

Basic computer skills. Understanding of work management systems.

Basic accounting knowledge; including all state and federal purchasing laws and regulations.

Basic computer skills. Warehouse Operations, organization, maintenance of multi-resident housing.

#### Certification or Licensure Requirements

#### Pre-Employment Screening Requirements

---

### 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.

Date: 11/29/2023

---

---