

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: LOGISTICS HANDLER I

Reports To: Designated Supervisor

UW Job Code: 7302

UW Job Family: 72 - Service/Maintenance/Support

SOC Code: 53-7062

FLSA: Non-exempt

Pay Grade: 15

Date: 7-15-17

JOB PURPOSE:

Under general supervision, provide logistical support services for University-owned facilities. Perform day-to-day activities to include moving departmental furnishings, receiving, processing, delivering/picking up packages, picking up recycling commodities and handling surplus property items.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receive, inspect, sort, scan, deliver and pick up packages from carriers and customers using proper transporting equipment.
- Determine required material safe handling and follow proper safety procedures for handling, storing and moving materials.
- Safely pick up or deliver materials to other departments or off-campus locations, following hazmat regulations.
- Move, load, and transport office furniture, classroom furniture, lab and research equipment, and other items requested by campus departments.
- Provide moving services in support of projects for UW Operations. Setup and disassemble various configurations for student and departmental events.
- Participate in the pickup, delivery and processing of recycling commodities; provide excellent customer service.
- Ensure proper maintenance of warehouse, warehouse equipment, and vehicles.

SUPPLEMENTAL FUNCTIONS:

- Snow removal.
- Provide customer service to UW and non-UW personnel.

COMPETENCIES:

- Attention to Detail
- Consistency
- Independence
- Initiative
- Quality Orientation
- Safety Awareness

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **None**

Required licensure, certification, registration, or other requirements: **Valid driver's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Postal and commercial shipping methods and procedures.
- Safe transportation and moving equipment operation.
- Rules, regulations and procedures for safe handling/storing/return of hazardous freight shipments.
- Occupational hazards and safety precautions of the trade.
- Safe forklift operation and lifting methods and techniques.
- Basic computer, data entry operation.

Skills and Abilities to:

- Enter basic computer data.
- Provide good customer relations.
- Perform simple arithmetic (add, subtract, multiply, and divide).
- Follow basic and routine verbal and written instructions.
- Sort, check, count, and verify numbers and materials.
- Detect problems and report information to appropriate personnel.
- Receive, stock, track, and distribute materials, supplies and equipment.
- Prepare routine administrative paperwork.
- Work as a team member and foster a cooperative work environment.
- Lift, manipulate and move objects weighing up to 100 pounds regularly.
- Safely operate pickup truck, van, forklift, dolly, pallet jack or other warehouse equipment and tools.
- Maintain safety, quality, and/or infection/hazardous control standards.

WORKING CONDITIONS:

Warehouse/office environment; regular driving of delivery vehicle and forklift; subject to confined spaces; exposed to temperature changes, driving in adverse weather conditions, vapors, fumes, noise, dirt, and dust; occasionally exposed to hazardous freight.

DISTINGUISHING FEATURES:

Logistics Handler I: Working under general supervision, pick up and deliver supplies, equipment, or other goods to/from campus departments, receive and move freight, check and report damaged or defective goods, prepare basic forms and freight bills including determining freight and shipping charges, and determine most efficient means of shipment.

Logistics Handler II: Working under limited supervision perform the work of a Logistics Handler I and is a lead worker who may functionally supervise, train and schedule work of support staff.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.