

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: MATERIALS HANDLER, SENIOR

Reports To: Designated Supervisor

UW Job Code: 7283

UW Job Family: 71 - Service/Maintenance/Security Supervision

SOC Code: 53-7062

FLSA: Non-exempt

Pay Grade: 14

Date: 12-1-97 (revised 5-24-01; 7-1-02; 10-28-02; 5-9-03; 7-1-04; 7-1-06)

JOB PURPOSE:

Participate in the safe receiving/rejecting, handling, storing, and moving of freight receipts and delivery of items to University locations. Prepare freight for shipment according to shipping policies and procedures. Some positions require handling, storing and moving hazardous materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receive, inspect for damage or defective goods, reject or notate condition, and sort and scan incoming freight.
- Determine required materials safe handling and follow proper safety procedures for handling, storing and moving materials, including determining correct placard for delivery runs when required.
- Sort materials for overnight/ground receipt and department deliveries; use computer accounting systems such as PISTOL for inquiries regarding department deliveries.
- Scan each material into computerized bar-coding system, and enter department and shipment information.
- Safely pick up or deliver materials to other departments or off-campus locations, following hazmat regulations when applicable; obtain proper signatures for proof of delivery.
- Safely use transporting equipment such as van, truck, dolly, pallet jack, forklift, and the like.
- Ascertain shipping papers are correct according to hazmat regulations; make certain for hazmat materials that the proper emergency response information accompanies the shipment.
- Prepare domestic and/or international shipping and freight bills; determine most efficient means of shipment with attention to detailed requirements from different shippers.
- Provide customer service in the office and in the field by answering questions on shipping requirements, packaging and researching lost shipments, processing paperwork for damaged shipments, and answering the telephone or greeting customers in the office.

SUPPLEMENTAL FUNCTIONS:

- Monitor inventory levels and alert appropriate University personnel to reorder, as directed.
- Rotate stock; maintain clean and safe working environment.
- Assist in maintaining delivery vehicles; may request maintenance and safety checks of warehouse equipment and vehicles.
- Provide backup to other positions for leave vacancies.

COMPETENCIES:

- Attention to Detail
- Consistency
- Safety Awareness
- Service Orientation
- Quality Orientation
- Work Standards

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **2 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Valid driver's license.**
- **Some positions may require a valid commercial driver's license (CDL).**
- **Some positions may require a valid State of Wyoming Commercial Driver's License with Hazardous Endorsement (CDL/H) or the ability to become licensed within ninety (90) days from hire date.**

KNOWLEDGE, SKILLS, AND ABILITIES:

- Commercial domestic, international and postal shipping methods and procedures.
- Safe transportation and moving equipment operation.
- Time management practices, methods and techniques.
- Rules, regulations and procedures for safe handling/storing/moving of freight shipments.
- Some positions require rules and regulations for the safe handling/storing/moving of hazardous materials.
- Occupational hazards and safety precautions of the trade.
- Safe forklift operation and lifting methods and techniques.
- Basic computer/data entry operation.
- Training methods.

Skills and Abilities to:

- Meet deadlines.
- Communicate effectively both orally and in writing.
- Instruct others on proper and safe procedures, methods and techniques.
- Read, understand, follow and enforce safety procedures.

- Provide good customer relations.
- Perform simple arithmetic (add, subtract, multiply and divide).
- Understand, follow, and enforce specific instructions and procedures.
- 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.
- 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.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Warehouse/outdoor environment; regular driving of delivery vehicle; subject to confined spaces; exposed to temperature changes regularly and driving in adverse weather conditions; exposed to moving mechanical equipment parts; vapors, fumes, noise dirt, and dust; occasionally exposed to hazardous freight.

DISTINGUISHING FEATURES:

Materials Handler: Working under general supervision picks up and delivers supplies, equipment, or other goods to/from campus departments, receives and moves freight, checks and reports damaged or defective goods, prepares basic forms and freight bills including determining freight and shipping charges, and determines most efficient means of shipment.

Materials Handler, Senior: Working under limited supervision performs the work of a Materials Handler and is a lead worker who may functionally supervise, train and schedule work of support staff. Some positions require licensure within ninety (90) days of hire by the State of Wyoming for a Commercial License with Hazardous Materials, or CDL/H, to safely handle, store, or move hazardous materials.

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.