

## **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**

**Reports To:** Designated Supervisor

**UW Job Code:** 7228

**UW Job Family:** 72 - Service/Maintenance/Support

**SOC Code:** 53-7062

**FLSA:** Non-exempt

**Pay Grade:** 13

**Date:** 4-1-95 (revised 7-1-02; 10-28-02; 5-9-03; 7-1-04; 7-1-06; 5-1-21)

**JOB PURPOSE:**

Receive freight and deliver items to University departments; prepare outgoing freight for shipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Deliver supplies, equipment, catered or other goods to campus departments; match deliver memos to freight route loads and buildings.
- Receive freight and check for damage or defective goods.
- Pick up goods from campus departments; may prepare domestic and/or international shipping and freight bills; determine most efficient means of shipment; prepare deliver memos.
- May fill department orders from warehouse stock; determine delivery schedule for most efficient use of time; maintain deliver vehicles.

**SUPPLEMENTAL FUNCTIONS:**

- May monitor inventory levels and alert buyers to reorder; rotate stock; maintain clean stock area.

**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**
- **Some positions may require a valid commercial driver's license (CDL).**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- 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:**

**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.