

Wright State University
BARGAINING UNIT JOB SPECIFICATION
Materials Handler 2 (MATH2)

I. JOB INFORMATION

Job Title: Materials Handler 2 (MATH2)

Job Class: 75028 FLSA Status: Non-Exempt Bargaining Unit: TM

II. JOB SUMMARY

Under general direction, performs tasks associated with the shipping and receiving of University owned or leased equipment and supplies.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- **Stores, issues, receives and delivers trade materials, tools and University equipment.**
- **Selects, locates and fills requests for materials. Ensures accuracy, quantity, quality and promptness in filling orders. Reports and corrects discrepancies in locations, quantities on hand and damages.**
- **Provides information to students, staff and faculty on items available for purchase. Maintains accounts in relation to purchase specifications and prices.**
- **Maintains inventory and other records as necessary; maintains daily record of purchases; determines need and maintains records of all chemical disposals.**
- **Oversees and coordinates issues, receipts and deliveries of material for day-to-day operations and special projects. Assists in training staff in all aspects of materials management, including use of inventory/purchasing system.**
- **Orders and maintains supplies. Provides customers with material samples and recommendations on material choices to meet customer needs. Determines material costs and purchases materials for project completion.**
- **Coordinates with other workers as needed to complete materials handler work within the overall scope of multi-trade projects.**

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma or equivalent, and two years of full-time directly related work experience in shipping and receiving are required. Familiarity with computer keyboards and basic clerical tasks associated with shipping/receiving records and mailroom operations are required. Knowledge of the proper handling of combustible chemical agents, electronic purchasing, electronic inventory and warehousing procedures are required. Must be able to operate and

maintain trucks, vans, forklifts, pallet movers, etc., with proficiency. Must be able to read, write and comprehend common vocabulary.

V. WORKING CONDITIONS

Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, working in awkward positions handling equipment and materials. Exposure to toxic gas, chemicals, high pressure gases, dangerous machinery, fumes and contact with insulation, dust particles and asbestos, and danger of electrical shock may exist. Any combination of overtime, shift work, weekend and holiday work may be required.

VI. WSU TESTING/EXAMINATIONS REQUIRED

A pre-employment physical examination may be required before original appointment. An annual physical exam may be required.

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

- Must currently have possessed a valid U.S. driver's license for at least one year*.
- A Forklift Operator license/certification is required within sixty (60) days of employment in this position. The license/certification that pertains to this job must be obtained after initial employment or promotion. In the case of initial employment, failure to obtain said license/certification within the time limits stated shall result in separation from the University. In the case of promotion when the license/certification should have been obtained within one year of entry into the position, the affected employee shall be returned to their former bargaining unit position and shall displace the bargaining unit employee holding their former position. If the required license/certification should have been obtained more than one year after entry into the position, the affected employee shall be separated from the University.

*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the requirements of Risk Management for employees who drive under these circumstances.

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.