UNIVERSITY OF SOUTHERN CALIFORNIA

Materials Specialist
Job Code: 155014

Grade: E
OT Eligible: Yes
Comp Approval: 6/14/2011

JOB SUMMARY:
Processes gas cylinders orders for delivery and pick up to university departments. Other duties may include cylinder maintenance and inspection.

JOB ACCOUNTABILITIES:
*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>TASK DESCRIPTION</th>
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<tbody>
<tr>
<td>_______</td>
<td>______</td>
<td>Processes gas cylinders orders for delivery and pick up to university departments.</td>
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<tr>
<td>_______</td>
<td>______</td>
<td>Delivers and picks up cylinders. Obtains electronic signature on handheld device.</td>
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<td>_______</td>
<td>______</td>
<td>Loads and secures cylinders tightly on truck.</td>
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<tr>
<td>_______</td>
<td>______</td>
<td>Determines which types of gases can be delivered on the same cylinder truck. Inspects truck and sets placard on truck to match gas delivery.</td>
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<tr>
<td>_______</td>
<td>______</td>
<td>Performs daily inventory of gases to ensure cylinders have been stored in their respective flammable or nonflammable area and tightly secured on cylinder racks.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Counts and records quantities and type of gas to ensure actual load from vendor complies with shipping documents.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Removes labels and markings from cylinders. Barcodes cylinders according to type of gas.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Logs and scans serial numbers into tracking system. Matches with information on WEBBA gas inventory site.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Identifies need for repairs and/or maintenance to cylinder truck.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Conducts and reports pre-trip and post-trip inspections using appropriate UN codes</td>
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<tr>
<td>_______</td>
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<td>Collects and delivers all classes of mail and other materials, including palletized goods, bulk or heavy items and crated materials. Makes deliveries and pick ups as required. Sorts, researches and processes all mail, packages and other items. Processes UPS and FedEx and other shipments using software for online shipping. Operates university vehicles as assigned for delivery and pick up. Verifies merchandise shipments received against purchase orders and/or packing slips. Checks merchandise for possible damage.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.</td>
</tr>
</tbody>
</table>

EMERGENCY RESPONSE/RECOVERY:
Essential: ☐ No
Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- High school or equivalent
- Combined work experience and education as equivalent

**Minimum Experience:**
- 1 year

**Minimum Field of Expertise:**
- Familiar with OHMT and OMCS regulations on Hazardous Material and Waste. General understanding of different types of flammable and non-flammable compressed gases and liquids.

**Preferred Experience:**
- 2 years

**Skills: Administrative:**
- Answer telephones
- Communicate with others to gather information
- Compute totals
- Customer service
- Gather data
- Input data
- Maintain logs
- Understand and apply policies and procedures
- Use database and/or word processing software

**Skills: Machine/Equipment:**
- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Mail and/or postage meters/machine
- Material handling equipment
- Personal computer
- Photocopier

**Supervises: Level:**
- May oversee student, temporary and/or casual workers.

**Comments:**
May require ability to operate a forklift and other material handling equipment and to use scales, postage meters, UPS and FedEx machines and other similar machines. May require frequent bending, reaching, climbing and heavy physical effort (up to 150 pounds). Requires current valid California driver’s license. Must have current valid H endorsement on driver’s license.

SIGNATURES:

Employee: _____________________________________  Date:_____________________________
Supervisor: ____________________________________  Date:_____________________________

The above 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.

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