UNIVERSITY OF SOUTHERN CALIFORNIA

Material Handling Supervisor

Job Code: 155015

Grade: H

OT Eligible: No

Comp Approval: 9/9/1993

JOB SUMMARY:
Manages day-to-day material handling operations of department. Supervises material handlers and other assigned personnel. Performs other related duties, as required.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

Manages day-to-day operations of assigned loading dock and/or stockroom facilities.

Supervises material handlers and student workers. Schedules and assigns work, determines priorities, monitors performance, provides direct feedback.

Oversees receipt, checking, logging, storage and transfer or delivery of materials.

Ensures that incoming materials are inspected against orders for correctness, quantity, type and damages. Arranges for return of defective materials.

Ensures timely pickup and/or delivery and processing of incoming and/or outgoing materials in compliance with all established policies and procedures.

Reviews inventory reports for availability of sufficient stock to fill current and anticipated departmental orders. Ensures that orders are placed to replenish depleted stocks.

Recommends improvements in current practices to promote efficiency, faster service and lower costs.

Contacts vendors to ensure on-time delivery of ordered materials.

Cooperates and coordinates with other departments to ensure smooth and timely flow of materials.

Ensures that University policies and procedures, including all safety procedures and any applicable governmental regulations are followed in handling of all materials.

Analyzes material handling problems and recommends appropriate solutions.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.
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 experience/education as substitute for minimum education

Minimum Experience:
- 2 Years

Minimum Field of Expertise:
- Material handling, preferably with supervisory responsibility.

Preferred Experience:
- 3 Years

Skills:  Administrative:
- Answer telephones
- Balance figures
- Compute totals
- Coordinate work of others
- Gather data
- Prioritize different projects
- Read handwritten text
- Research information
- Understand and apply policies and procedures
- Verify calculations

Supervises:  Level:
- Supervises employees who do not supervise

Comments:
- Operates and trains others to operate material handling equipment (may include forklift, hoist, conveyor belts, etc.) and to use scales, postage meters, UPS machines and similar machines. May require current, valid California 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.

The University of Southern California is an Equal Opportunity Employer