

TITLE: <u>Material/Mail Controller</u>	SALARY SCHEDULE: <u>SA</u>	ISSUED: <u>9/12</u> CLASS CODE: <u>SA471</u>
UNION: <u>Staff Association</u>	SALARY GRADE: <u>9</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

POSITION PURPOSE

Perform routine duties to assure university packages, supplies, U.S. Postal Service mail, and Inter-departmental mail are accurately and efficiently distributed to the appropriate departments.

ESSENTIAL JOB FUNCTIONS

Oversee and participate in receipt, inspection, delivery, verification and record maintenance of large volumes of mail, research, instructional and office material, equipment and supplies in Central Receiving.

Oversee & participate in receipt of large volume of packages which will include entering large amounts of data via electronic scanner, computer keyboard, or through a hand written document, to record & process package receipt.

Organize in/out bins, flats and skids product, supplies and mail. Place materials in vans or trucks and deliver the consolidated products of mail and merchandise according to the designated route and within the appropriate time frame across campus.

Deliver letter/flat mail & packages, and confirm mail & package delivery, by obtaining an electronic signature with a tracking device or by obtaining a signature of the delivery through a hand written document.

Prepare and maintain various shipping, receiving and purchasing records via hard copy or on-line record system. Document and input status of shipments received including mail and special documents for hazardous shipments.

Conduct periodic inventory of forms, supplies or other materials. Receive, deliver, and set up various scientific equipment and apparatus; perform routine repair & maintenance to departmental equipment. Perform routine maintenance to departmental vehicles, check/add fluids, and check tires, wipers, keep daily mileage & condition log of vehicle and report to the appropriate personnel any damage or maintenance issues of vehicles.

Maintain documentation for vendor payment, identification of assets freight claims and inspections.

Contact outside vendors representatives, university buyers, and requisitioner regarding status of university orders, discrepancies, and shortages, obtain all information to resolve problems concerning shipment. Prepare appropriate records & reports.

Assist in the training of fellow staff & new staff in appropriate package processing/delivery methods & procedures, adhering to established policies & procedures. May provide instruction to small number (1-3) of students or Tech support personnel.

Answer questions concerning shipping, receiving, and purchase order procedures, mail, and all special deliveries.

Troubleshoot and resolve problems, refer complaints and damaged or lost materials/shipments to the appropriate personnel.

Operate department package tracking system. Address lost or mis-delivered packages, enter receipts and make corrections through the Banner receipt module.

Perform related duties as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

Additional Comments

This classification is designed to perform standardized work routines handling, shipping and receiving a large volume of research, instructional and office materials, equipment and supplies for the University at large. Work activities include the operation of power assisted equipment and demand the ability to drive a motor vehicle and use technical equipment, e.g. computer terminal. Work activities are performed given the following working condition factors, i.e. moderate physical effort (unload, transport and place medium weight objects and materials), unfavorable environmental conditions (exposure to temperatures, incimate weather, dust, fumes, etc.), minimal presence of hazards and normal sensory attention. This classification is generally located in a central receiving area of a School, College or Division of the University. This classification reports to and receives work direction from a work-leader or management/supervisor level position.

MINIMUM QUALIFICATIONS

High school Graduate or an equivalent combination of education and or experience.

Reasonable knowledge of university procurement procedures.

Some knowledge and experience with power assisted material handling equipment.

Possession and maintenance of a valid Michigan vehicle operator's license and satisfactory driving record as determined by university policy.

Must maintain security clearance.

Some knowledge of various university locations.

Ability to load, transport and place objects, up to 70 pounds, in appropriate locations in order to receive and process shipments.

Ability to communicate effectively.