



Office of Human Resources

Broadband Job Description – Shipping and Receiving Technician Series - 2/17/2002

Shipping and Receiving Technician IV (0710)

Basic Purpose/Job Function: Supervises the shipping and receiving operation and personnel for a department or college.

Examples of Titles Replaced: Scientific Materials Manager, Senior Inventory Specialist, Central Mail Service Supervisor, Material Operations Supervisor

Typical Functions May Include:

1. Managing the receipt, storage, issuance and delivery of materials, supplies and equipment
2. Monitoring merchandise receiving reports for accuracy and completeness
3. Ensuring timely shipment, pick-up and delivery of materials and equipment
4. Handling internal and external customer problems and complaints
5. Initiating, conducting and reconciling random and scheduled inventories
6. Supervising day-to-day maintenance of delivery room
7. Performing daily security checks of delivery room and associated areas
8. Training, supervising and evaluating shipping and receiving personnel
9. Planning and evaluating sorting procedures, mail routes and delivery schedules
10. Performing detailed record keeping and auditing records of other staff members
11. Assuring vehicles are properly maintained
12. Insuring route books are up-to-date
13. Reading and interpreting postal manuals for domestic and international mail
14. Performing other related duties as assigned

Risk Management: Uses established safety practices to protect the health and safety of personnel and property.

Supervision of Others: Supervises, trains and evaluates support staff.

Supervision Received: Receives limited supervision; determines action to be taken handling all but unusual cases.

Minimum Qualifications:

- **Education:** Some college or Vo-Tech training
- **Experience:** 18 – 36 months **Type:** Supervisory and shipping and receiving
- **Skills:** Good written and personal communication and organizational skills; ability to perform basic math functions; good computer skills



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- **Special Requirements:** Frequent exposure to pressure caused by deadlines and busy periods; ability to bend, stoop, climb stairs and ladders, lift, carry and move objects weighing 30 or more pounds; exposure to extreme temperature changes.
- **Licenses:** May require driver's license or commercial license and other license as determined by the nature of position and/or department.
- **Certifications:** Determined by the nature of the position and/or department.

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.