**Supervisor, Utilities Procurement Services Standard Job Description**

**Classification Title:** Supervisor, Utilities Procurement Services

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 10

**Minimum Pay:** $26.20

**Job Description Summary:**

The Supervisor, Utilities Procurement Services, under direction, supervises procurement processes and personnel for Utilities & Energy Services.

**Essential Duties and Tasks:**

**30%: Supervision**

* Supervises the procurement group team in their day-to-day functioning, develops policies and procedures which ensure that procurement standards and the inventory management system comply with TAMU and State requirements.

**20%: Stockroom Maintenance**

* Oversees the supervision of the safe and efficient moving of inventory into and out of the warehouse both physically and in the UES CMMS system.
* This will require driving a University vehicle to other utility stockroom locations.
* Maintains the stockrooms cleanliness and plans and executes the efficient utilization of available storage space.

**20%: Inventory**

* Oversees inventory.
* Performance of this duty will require driving a university vehicle to other utility stockroom locations in a timely manner.

**5%: Receiving**

* Monitors, receives, unpacks and stores equipment, goods and supplies in proper area.
* Inspects goods received for condition and ensures order matches packing slips.

**5%: Year End Count**

* Leads the year-end physical inventory count.
* Performs annual inventory count, which will require driving a University vehicle to various locations on and off campus.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school diploma or equivalent combination of education and experience.
* Ten years in receiving, storing, and issuing a variety of materials, supplies and equipment in an industrial environment.

**Required Licenses and Certifications:**

* Valid Texas Class “C” drivers license or the ability to obtain within 30 days of employment.

**Required Knowledge, Skills, and Abilities:**

* Ability to comprehend oral and written instructions.
* Working knowledge of Microsoft Excel.

**Machines and Equipment:**

* Forklift
* University vehicle
* Computer

**Physical Requirements:**

* Ability to move (light, moderate, or heavy) objects.
* Requires the ability to climb stairs, ladders and stand for extended periods of time.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.
* Completion of TAMU procurement training & development program for Utilities & Energy Management Inventory Specialist within 6 months of employment.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**