

The University of Texas at San Antonio

Job Description

Job Title: Senior Surplus Technician
Code: 6471
Salary Grade: 56
FLSA Status: Non-Exempt
Department/Division: Surplus Property Department
Reports To: Surplus Properties Supervisor

Summary

- Function: To assist in providing the supervision and managerial support necessary to operate the Surplus Property Department.
- Scope: Responsible for assisting the Surplus Property Supervisor in the effective administration and supervision of all surplus operational activities to include property pick-up, disposition of property and personnel safety.

Duties

- Typical:
 1. Assist with overseeing all aspects of the warehouse, pick-up and delivery, and administrative functions within the warehouse.
 2. Meet, greet, communicate with, and assist customers.
 3. Protect and secure all property and equipment under Surplus Department control.
 4. Maintain warehouse and storage locations in a clean, organized and efficient state.
 5. Organize, document, and palletize computer equipment for shipment to TDJC, items for sale in public auctions, and property to be reissued. Remove and destroy computer hard drives.
 6. Serves as a liaison to agencies outside of UTSA.
 7. Create, organize, maintain, and retire all hard-copy files according to rules and guidelines for records retention.
 8. Transfer incoming equipment into the transitional surplus unit code. Perform research to gather property information. Create computer manifests for TDJC, salvage bill of lading and donation to school forms.
 9. Perform daily inspections, document condition/discrepancies, brief supervisor, correct basic operator care items, and secure at the end of every duty day assigned vehicles/equipment.
 10. Oversee all processes, communication, compliance, and documentation relating to computer equipment shipments to TDJC.

- Periodic:
 1. Perform as supervisor in the absence of the Surplus Property Supervisor.
 2. Assist subordinates when needed on pick-up and delivery of surplus property from and to TDJC, 1604 campus, University Heights, Institute of Texan Cultures, and the Downtown campus.
 3. Assists when needed on the pick-up of abandoned property discovered on loading docks and common areas and dispose of unserviceable property.
 4. Organize, maintain, monitor, and order office and warehouse supplies.
 5. Perform annual inventory for Surplus Department.
 6. Act as Building Captain. Monitor and enforce security and safety standards for the Surplus Warehouse and surrounding areas.
 7. Perform other duties as assigned.

Education

Required	Preferred
High School Graduation or GED.	N/A

Other Requirements

Required	Preferred
Effective written and verbal communications skills, multi-tasking skills, flexibility, and the ability to work cooperatively with others in a dynamic environment.	N/A
Group and individual presentation and meeting facilitation skills.	
Must possess or be able to obtain a Texas Driver's License.	
Must be able to drive and operate a moving truck.	
Criminal Background Check (CBC)	

Experience

Required	Preferred
Four years of experience in administration, pick-up and delivery, and warehousing.	N/A
Two years of supervisory experience.	

Equipment

Required	Possible
Use of forklifts, hydraulic jacks, and other equipment to move heavy items.	N/A
Standard office equipment and personal computers.	
Inventory scanner equipment.	

Working Conditions

Usual	Special
Considerable amount of heavy lifting, bending, stooping and standing in a warehouse environment. Lifts, pushes, or pulls 50 pounds with or without reasonable accommodations.	N/A
Occasional exposure to hazards common in a warehouse including dust and fumes; outside weather conditions.	

Supervision

Received	Given
Direct supervision from the Surplus Properties Supervisor.	May supervise designated staff as assigned.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
