

JOB INFORMATION

Effective Date	10/22/2021
Job Code:	5737
Job Title:	Lead Purchase/Stockroom Clerk
Salary Grade/Structure:	150 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	60-Skilled Crafts
Job Function:	Facilities
Job Family:	General Maintenance
Job Summary	The Lead Purchasing/Stock Room Clerk processes procurement of goods for the Facilities Management and Construction division. Maintains inventory of materials, parts and equipment to support Building Maintenance, Custodial Services, Grounds Maintenance, and Systems Operations. Implements and maintains automated inventory and purchasing system. Schedule: Monday – Friday, 7:00am to 3:30pm.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
High School Diploma or GED		Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	years of purchasing and/or shipping/receiving experience	Required	
Some	years of materials handling or warehousing experience	Required	
Less than 3 yrs	Knowledge of purchasing procedures with Texas state agencies	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
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JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
• Receives vendors. Participates in selection of vendors, adhering to HUB vendor selection process documenting good faith effort to meet mandated goals. Updates/maintains vendor list in facilities maintenance management system.	15%
• Processes purchases for materials, parts and equipment. Verifies prices, prepares purchase requests, and coordinates requests with purchasing department for items over \$1,000. Orders materials, parts and equipment under \$1,000 directly with suppliers.	35%
• Expedites orders, receives goods and stocks inventory. Notifies appropriate personnel of receipt. Coordinates return of damaged goods and receipt of goods not delivered with vendor.	20%
• Enters purchase requests and receiving reports into spreadsheet and files completed purchase requests.	5%
• Keeps stockroom neat and orderly.	5%
• Inventories stock room and implements automated inventory system.	10%
• Trains new employees in storeroom.	5%
• Performs other duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description