



LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation
NEHU

Date Issued: September 1, 1989 Department: Physical Plant

Title: Motorpool/Storekeeper Level: VIII

FUNCTION

To perform the clerical, organizational and physical functions necessary to provide the University with the uninterrupted operation of the Central Stores, Motorpool, Supply, Receiving and warehouse inventory systems, policies and procedures.

SOURCE OF SUPERVISION

Manager of Grounds/Rink/Motorpool; Assistant Director and Director of Physical Plant.

DIRECTION EXERCISED

Directs work of student helpers as assigned.

DUTIES AND RESPONSIBILITIES

Performs operational checks; schedules, delivers and retrieves for repair and service all motorpool vehicles.

Schedules, dispatches and maintains a clean and safe motorpool fleet at all times, reporting any damage or unsafe conditions to the immediate supervisor.

Maintains all logs, records and reports required by the University and the State of Michigan in the maintenance and operation of a motorpool fleet.

Receives, inspects and distributes for delivery purchased University equipment, materials and supplies, reporting any damaged and/or incorrectly received or shipped items to the immediate supervisor and the Purchasing Department.

Processes and maintains all logs, records and reports directly related to departmental general supply inventory, order and purchasing system policies and procedures.

Inspects and insures all received containers are in accordance with the Hazardous Materials Communication Policy in reference to receiving, shipping, labeling and Material Safety Data Sheets and reports any discrepancies to the immediate supervisor and Purchasing Department.

Prices, orders, receives, inspects and distributes for delivery all Central Stores materials and supplies, providing to all departments a cost effective and high quality program. Processes and maintains all logs, records and reports directly related to the Central Stores inventory, order and purchasing system policies and procedures.

Performs related duties as assigned.

The above statement reflects the general duties considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. 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 his/her supervision.

Approved: _____ Date: _____
Signature

Date Issued: June 4, 1990

Department: Physical Plant

Title: Motorpool/Storekeeper

Level: VIII

JOB QUALIFICATIONS

High school graduation with three (3) years experience in motorpool operation plus two (2) years experience in warehouse, inventory, storekeeping or other related duties. Must have a good working knowledge of motorpool vehicle maintenance and upkeep related to efficient and safe operation. Must possess a typing proficiency not less than 40 wpm and have the ability to operate office equipment, business machines and computer software programs.

Must possess or have the ability to obtain a valid Michigan Chauffeurs License, a telephone and the ability to work overtime as assigned.

Must have adequate health and physical condition to handle heavy manual tasks, ability to hear the conversational voice, with or without a hearing aid as required; ability to speak and to be understood, under normal circumstances; full use of arms, hands, legs and feet or sufficient use of all limbs to accomplish assigned tasks; ability to lift and carry items weighing up to 80 pounds.

Must have the ability to work well on his/her own; ability to be trustworthy and maintain confidentiality; ability to read and follow written and oral directions, and to plan and work well independently.

Department Head Signature

Date

Physical Job Requirements

Job Title Motorpool/Storekeeper **Department** Physical Plant

For activities that are performed in this position, give weight, size, percentage of time or frequency of the activity, or how many times per day/week/month it is performed, how many hours, and distance or heights involved, where each is applicable.

Key: M = Monthly; D = Daily; N/A = Not Applicable or None

1%	Climbing and/or standing on ladders	D	Activities requiring quick, repetitive movements (total body)
1%	Climbing Stairs	D	Activities requiring quick, repetitive movements (hands only)
70%	Reaching	N/A	Operating cleaning machines
70%	Kneeling	N/A	Stripping and waxing floors
D	Bending/stooping	N/A	Operating floor buffer
D	Pushing/pulling	N/A	Shampooing carpets
D	Lifting/carrying up to 30 lb weights	N/A	Vacuuming carpets
D	Lifting/carrying over 30 lb weights	1 x per wk	Washing windows, on and off ladder
50%	Being on feet all day (8-hour shift)	D	Loading and unloading supplies
50%	Being seated all day	N/A	Mopping floors
D	Moving furniture/equipment	2 x per wk	Sweeping with push brooms
N/A	Shoveling	2 x per mo	Dusting furniture
N/A	Scrubbing furniture	N/A	Operating hand tools
D	Driving vehicles	N/A	Driving heavy equipment
N/A	Operating shop machinery	N/A	Operating kitchen machinery
D	Eyes focused on computer screen		Other
N/A	Long hours of travel		Other
D	Walking (indoors, outdoors)		Other