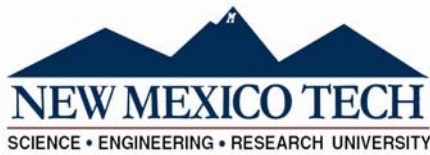


**Posted:** September 28, 2021



## POSITION ANNOUNCEMENT

**TITLE:** SHIPPING & RECEIVING TECHNICIAN II

**DEPT:** FACILITIES MANAGEMENT

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE:** \$13.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

*All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.*

**INTERNAL POSTING THROUGH:** October 6, 2021\* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB DUTIES:

Picks up and delivers materials (except explosives) to and from campus departments. Maintains record of all incoming and outgoing shipments. Receives merchandise, supplies and hazardous materials. Verifies condition of materials received noting any problems on the shippers bill of landing (external exam only) and uses shipping receiving records in cases of missing items. Processes claims of damage of materials received or shipped. Maintains warehouse, bottle gas, and shipping & receiving when supervisor is away. Prepares, determines most cost efficient freight method within time constraints and ships materials.

### REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write and complete simple forms. High school (or GED) level ability in spelling, grammar, basic composition and math required. Ability to organize pickup/delivery routes effectively required. Ability to read and apply shipping rates schedules from suppliers to shipments required. Ability to safely operate flat-bed truck, van, pick, fork-lift, pallet jacket, hand truck, and other handling equipment required. Ability to research shipping/receiving discrepancies required. Must have knowledge of computer use. Ability to lift 70lbs required. NM Driver's License required.