

UNIVERSITY OF WASHINGTON

Specification for Class

SUPPLY CHAIN TECHNICIAN 2

UW CODE AND REPRESENTATIVE GROUP

XXXX (WFSE Campuswide)

XXXX (WFSE HMC)

CLASS SERIES CONCEPT

Receive, warehouse, courier, put away, requisition, pick, distribute, and/or deliver general, medical, and surgical supplies and equipment throughout various healthcare settings. Although use of material handling and transportation equipment such as forklifts, pallet jacks, hand dollies, vans, and cargo trucks is typical for this work, driving a truck that requires a Commercial Driver's License (CDL) is not required.

BASIC FUNCTION

Receive, warehouse, courier, put away, requisition, pick, distribute, and deliver general, medical, and surgical supplies and equipment throughout various healthcare settings. Perform advanced supply chain duties such as managing rental equipment, regular interaction with and utilization of Supply Chain point of use (POU) technology, receiving purchase orders, or transporting supplies in vans and cargo trucks.

DISTINGUISHING CHARACTERISTICS

Under general supervision, perform advanced Supply Chain Technician duties at least 50% of the time.

TYPICAL WORK

Manage rental equipment, including rounding in nursing areas, verifying correct charges, ordering needed equipment, and discontinuing unneeded equipment;

Utilize Supply Chain POU technology to support supply restocking;

Receive purchase orders into the materials management information system (MMIS);

Ship outbound packages using appropriate shipping methodologies;

Verify incoming and outbound shipments for accuracy;

Resolve order discrepancies while adhering to department policy and procedure;

Courier fixtures, furniture, equipment, mail, packages and supplies in vans and cargo trucks to the correct destination; using appropriate signature technologies;

Perform the duties of a Supply Chain Technician 1;

Assist with training new Supply Chain staff;

May lead project work;

Perform related duties as required.

LEGAL REQUIREMENT

If job duties include driving, a valid Washington State Driver's License is required.

MINIMUM QUALIFICATIONS

High school graduation or equivalent AND six months of supply chain experience.

CLASSIFICATION HISTORY

New Class XX-XX-2016