

UNIVERSITY OF WASHINGTON

Specification for Class

SUPPLY CHAIN TECHNICIAN LEAD

UW CODE AND REPRESENTATIVE GROUP

XXXX (WFSE Campuswide)

XXXX (WFSE-HMC)

BASIC FUNCTION

Lead Supply Chain staff and perform the duties of a Supply Chain Technician 2, including performing basic and advanced Supply Chain Technician duties.

DISTINGUISHING CHARACTERISTICS

Regularly assign, instruct, and check the work of others. Under general supervision, ensure that established priorities are carried out and deadlines met to support the work of the UW Medicine Supply Chain department.

TYPICAL WORK

Assign work to Supply Chain Technicians and other Supply Chain staff. Coordinate coverage as needed due to planned or unplanned absences;

Audit, inspect, and verify work for quality, completeness, accuracy, and timeliness;

Train new Supply Chain staff;

Provide staff oversight to ensure policies, procedures, and processes are adhered to;

Provide input regarding performance to Supervisor or Manager;

Participate in planning staff schedules and interviewing and evaluating job applicants;

Prioritize requests for supplies and equipment;

May lead disaster response, following established departmental procedures in the absence of management;

Perform the duties of a Supply Chain Technician 1 and 2;

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 one year of supply chain experience.

CLASSIFICATION HISTORY

New Class XX-XX-2016