

Job Description

Job Title:	Digital Imaging and Gas Cylinder Management Coordinator
Department:	Central Stores
Reports To:	Supervisor, Central Stores
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	May 2018

Primary Purpose

The Digital Imaging and Gas Cylinder Management Coordinator (DIGCMC) is responsible for the day-to-day operations and procedures for both the Digital Imaging and Cylinder Management programs.

Key Accountabilities

Gas Cylinder Handling, Storage and Delivery

- Collaborate with the Safety Office to help enforce and oversee that the Universities Cylinder handling and storage standards are in place.
- Record cylinder gas type and lab/bunker locations for emergency identification/location purposes
- Responsible for receiving, processing and the safe delivery of Gas Cylinders for the entire campus
- DIGCMC is the main contact between the cylinder vendors and the university
- Inputs all orders on-line and manages inventory

Customer Service

- Commits to positive interactions with all customers and provides appropriate level of assistance regardless of situation or location
- Ensures that all customer inquiries are handled in a professional, timely manner; and incases when customers should be redirected to other staff, the incumbent will ensure the redirection is complete and the customer is not left without service

Safety Office Spills team

- The DIGCMC is a member of the UW Safety Office Spills Team
- Maintains contact and attends spills team training
- Maintains inventory of Central Stores spill kits

Digital Imaging

- Provide direction and support to the Digital Imaging specialist.
- Partner with the Records retention group and IST to develop specific guidelines for documents to meet the Digital Imaging program(s) criteria
- Meet with Senior University staff to determine if documents will be suitable for Digital Imaging and to determine which output formats best suit the project
- Provide quality control assistance for the Digital Imaging Specialist
- Develop and document scanning standards and best practices for the Digital Imaging program with an eye toward future growth

Required Qualifications

Education

- Completion of a high school diploma required

Experience

- Five years' experience in a material handling facility
- Valid G license with a clean driver's abstract

Knowledge/Skills/Abilities

- Knowledge of compressed gas cylinders and relevant safety protocols preferred
- Lift truck certified
- Up to date Transportation of Dangerous Goods certification
- Able to drive vehicles as large as a 5-Ton box truck
- Extensive knowledge of campus roadways, loading docks and bunkers preferred
- Proficient knowledge of Microsoft office, Adobe, OPEX and Kodak scanning software
- Proficient skill level using various scanning software and their associated hardware input mechanisms used for digital imaging

Nature and Scope

- **Contacts:** Develop strong internal contacts with the Digital Imaging Specialist, as well as all other Central stores staff to assist in daily tasks. Externally, the DIGCMC is the main point of contact between outside cylinder vendors and on campus customers
- **Level of Responsibility:** The position provides functional guidance, direction and/or training to the Digital Imaging Software and gas cylinder backup personnel.
- **Decision-Making Authority:** Solves daily delivery and ordering issues. Provides direction to the digital imaging specialist and other staff assisting with cylinder delivery.
- **Physical and Sensory Demands:** Must have acute attention to detail. Able to modify schedules and adapt to disruptions in daily routine. Able to move items in excess of 75 lbs.
- **Working Environment:** Capable of working individually for long periods of time, in a highly secure area/room. Exposure to seasonal weather and extensive walking. High level of customer service. Courteous and diplomatic handling of customer issues and changes in priority.