SUPERVISOR, WAREHOUSE

Purpose Statement:

The job of Supervisor, Warehouse is done for the purpose/s of performing warehousing duties of and loading and unloading orders, stocking inventory and maintaining warehouse; transporting orders of equipment, materials and supplies; supervising the warehouse and warehouse employees; and ensuring that assignments are completed in a safe, proper and timely manner.

This job reports to Director, Purchasing

Essential Functions

- Cleans warehouse for the purpose of maintaining an organized layout and safe work environment.
- Conducts physical annual inventories and periodic inventories for the purpose of verifying stock and identifying losses.
- Develops budget for each fiscal year for the purpose of ensuring compliance within budgetary guidelines.
- Directs movement, placement and/or installation of furniture as requested by District for the purpose of delivering services in compliance with District objectives.
- Identifies equipment, supplies and materials to be procured by purchasing required for warehouse operations for the purpose of maintaining availability of required items that allow for addressing workload requirements efficiently and in a timely manner.
- Inspects warehouse equipment for the purpose of maintaining equipment in safe operating condition.
- Maintains a variety of manual and electronic documents, files and records for the purpose of providing written support and/or conveying information.
- Monitors warehouse operations for the purpose of ensuring that processes are followed, expenses are within budget limits and/or fiscal practices are followed.
- Oversees delivery and movement of all mail (US and District) between District sites and US Post Office for the purpose of disseminating materials as appropriate.
- Prepares a wide variety of written materials for the purpose of documenting activities, providing written reference and/or conveying information.
- Receives stock and nonstock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Recommends movement and/or disposal of moveable equipment or supplies for the purpose of removing obsolete or deteriorating materials.
- Responds to a variety of calls, concerns and/or complaints for the purpose of resolving problems and providing information.
- Schedules deliveries for the purpose of ensuring timely delivery of items.
- Stocks equipment, materials and supplies for the purpose of maintaining required inventory levels that will ensure availability of items when requested.
- Supervises warehouse personnel (e.g. interviews, screens, schedules, evaluates, trains, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: using materials handling equipment including operating forklifts, pallet jacks, hand trucks, etc.; operating standard office equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: modern warehousing and supply systems; materials handling and storage; receiving, inspecting and follow up; materials distribution; budget preparation; and personnel policies and practices.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups: meeting deadlines and schedules; setting priorities; and working as part of a team.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and directing the use of budgeted funds within a work unit. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 60% walking, and 20% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Community College and/or Vocational School degree with study in job related area.

Required Testing

As required for position

Certificates & Licenses

Valid California Driver's License
Forklift Certification

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status	Approval Date	Salary Grade
Exempt	11/10/2005	Supervisors 69