

WAREHOUSE SUPERVISOR I

NATURE OF WORK IN THIS CLASS:

This is moderately complex warehousing work supervising operations of a moderately-sized complete warehouse receiving, storing, and issuing large volumes of highly complex and diverse or specialized items.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises a warehousing staff in the receiving, checking, storing, issuing of supplies, materials and equipment and other related warehousing and inventory activities.

Inspects warehouse, open storage areas or storeroom to insure proper methods of storekeeping or warehousing activities; arranges layout for maximum utilization of storage spaces and enforces adequate care and safekeeping of storeroom, warehouse, or open storage areas.

Reviews claims' reports of shortage or damaged supplies, materials, and/or equipment.

Receives and reviews requisitions, substituting items when requested item is not available.

Orders supplies in accordance with established re-order levels to maintain sufficient quantity on hand to fill anticipated needs; may make purchases as necessary.

Investigates complaints regarding quantity and quality of goods received.

Supervises and schedules periodic and annual inventory; supervises and may perform clerical function involving posting, recording of inventory and auditing invoices and purchase requisitions for compliance and accuracy.

Schedules pick-up and delivery of supplies, materials and equipment.

May operate light or heavy trucks, forklift, other motor vehicles and office machines.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the ordering, receipt, storage, handling, inventory and disbursement of a wide variety of materials and supplies.

Knowledge of materials handled, their distinguishing features and uses.

Knowledge of warehouse safety practices.

Knowledge of purchasing and requisitioning procedures.

Knowledge of warehouse and bookkeeping records maintenance.

Ability to supervise the work of others.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to inspect materials and supplies for compliance with specifications.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to prepare and maintain inventory records.

Skill in the safe operation of light and heavy trucks, forklift, other motor vehicles and office machines.

MINIMUM EXPERIENCE AND TRAINING:


(a) Three years of experience in a storeroom or warehouse operation; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license may be required.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director
Civil Service Commission