

## WAREHOUSE SUPERVISOR

### **Job Summary:**

Under the **general** direction of the ~~Purchasing Manager~~ **Director of Public Works**, plans, coordinates and supervises city Warehouse operations and activities; supervises assigned warehouse personnel in the performance of a variety of warehouse and other related activities. Evaluates the performance of assigned staff.

### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Supervises the day-to-day operations and activities of a centralized warehouse including the **ordering**, receipt, storage, issuance and delivery of various materials, supplies **and**, equipment **and city departmental records**.
2. Estimates stock requirements; controls and monitors inventory levels.
3. Trains, supervises, and evaluates the performance of assigned staff; participates in the hiring and disciplinary process as appropriate.
4. Operates and maintains the city's **gas station fueling system**; monitors usage and inventory.
- ~~5. Establishes, implements and monitors performance standards, goals and objectives of assigned staff.~~
- ~~6.5.~~ Uses computerized system for inventory control; coordinates and participates in physical inventories.
- ~~7.6.~~ Inspects goods received; approves and processes invoices for payment; contacts vendors to resolve discrepancies.
- ~~8.7.~~ Researches parts, equipment and materials; prepares requisitions and **purchase orders**. ~~purchase orders receiving documents.~~
- ~~9.8.~~ Prepares and maintains a variety of records regarding work activity and personnel.
- ~~10.9.~~ Communicates with city staff, and outside agencies; responds to inquiries and complaints.
- ~~11.10.~~ Operates, demonstrates and assures proper care and use of equipment; maintains current knowledge of maintenance methods and equipment.
- ~~12.11.~~ Observes and enforces safety practices and procedures.
- ~~13.12.~~ Assists in the coordination of disposal of surplus city property.
- ~~14.13.~~ Assists in the section's budget preparation, **monitoring and administration**.
14. Participates as a member of the city's Emergency Response Team in time of disaster or other emergency.
15. **Completes a comprehensive annual inventory audit prior to the end of each Fiscal Year**
16. Performs related duties as required.

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and Experience:**

High school diploma or GED supplemented by college-level coursework in inventory control or equivalent, or a related field (proof of completed coursework is required) and four (4) years of full-time paid warehouse and material handling experience involving a wide variety of stock, including at least two (2) years in a lead or supervisory capacity. Experience and/or education in a related field may be substituted on a year for year basis.

**Knowledge of:**

- Methods and procedures used in warehousing equipment, materials and supplies.
- **Gas-Fueling system station** operation and maintenance.
- Inventory control and record keeping techniques.
- Purchase and requisition procedures.
- Modern office practices, procedures and equipment.
- Computer and related software.
- Appropriate safety practices and procedures.
- Principles and practices of supervision, training and evaluation.
- Applicable laws, codes, regulations, policies and procedures.
- Various tools, parts, materials, supplies and equipment used in the operation of a warehouse facility.

**Skill and Ability to:**

- Maintain adequate and cost-effective inventory control.
- Purchase and requisition supplies, material and equipment.
- Use a computerized inventory control system.
- Operate office equipment including a computer and related software.
- Assist in budget preparation; monitor section expenditures.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain records and prepare reports.
- Effectively communicate orally and in writing.
- Establish and maintain effective working relationships with others.
- Train, supervise and evaluate personnel.
- Observe and enforce safety practices and procedures.
- Operate, and supervise the operation and maintenance of a variety of tools equipment and/or vehicles.

**License and Certificate:**

Possession of a valid California Class C driver's license. Employee in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record. Possession of a valid forklift operator certificate is **also** required ~~upon employment~~.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the mobility to climb, stoop, reach, crouch, and bend.
- Require the ability to stand for long periods and/or walk for long distances or periods of time.
- Require the ability to talk, hear, and see.
- May be required to work with harsh and/or hazardous materials.
- Perform lifting, pushing and/or pulling of objects which do not exceed 75 pounds and is an infrequent aspect of the job.
- Require to respond to emergency situations.
- Is subject to inside and outside environmental conditions.
- May be required to drive city and/or personal vehicle during the scope of employment.