

WAREHOUSE AND PROJECTS SUPERVISOR

Purpose Statement

The job of WAREHOUSE AND PROJECTS SUPERVISOR was established for the purpose/s of ensuring that staff utilizes appropriate procedures and safe practices; preparing, receiving and evaluating quotations and recommending and/or awarding bids for the purchase of equipment and supplies; and ensuring optimal utilization of personnel and other resources.

This job reports to DIRECTOR OF SUPPORT SERVICES

Essential Functions

- Conducts physical inventories for the purpose of verifying stock and identifying losses.
- Coordinates with district personnel for the purpose of implementing and maintaining services and/or programs.
- Directs department functions for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel.
- Implements assigned programs and/or projects for the purpose of conforming to administrative, state and/or federal requirements.
- Inspects warehouse equipment for the purpose of maintaining equipment in safe operating condition.
- Maintains warehouse for the purpose of providing a clean, organized layout and safe work environment.
- Manages warehouse for the purpose of providing required materials and services.
- Monitors departmental budget for the purpose of ensuring the accurate allocation of expenses and tracking of assets.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Oversight Of orders being pulled from stock for the purpose of meeting delivery requirements.
- Oversight Of stock and nonstock items received for the purpose of ensuring specifications, quantity and quality of orders are all correct.
- Oversight of stocking equipment and supplies for the purpose of maintaining requires inventory levels.
- Procures equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the district's goals and objectives.
- Researches vendors, new products, laws, regulations, etc. for the purpose of recommending purchases, contracts and maintaining district wide services.
- Responds to emergency situations for the purpose of addressing immediate safety concerns.
- Reviews purchase orders, contracts, bids for the purpose of ensuring vendor compliance with district, state and federal regulations, policies and procedures.
- Solicits quotations for the purpose of providing cost information, making purchases and securing items.
- Supervises department functions including hiring/termination recommendations, planning / scheduling / coordinating activities, training, advising, consulting, etc. for the purpose of ensuring that the department functions in a safe and efficient manner.
- Supervises warehouse and other assigned units for the purpose of providing efficient operations.

Other Functions

- Composes a variety of materials (e.g. reports, memos, letters, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: none specified.

KNOWLEDGE is required to perform advanced math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: none specified.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: none specified.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; and supervising the use of funds. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to 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 25% sitting, 50% walking, and 25% standing. The job is performed under some temperature extremes and in some hazardous conditions.

Experience Job related experience is required.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

None specified

Continuing Educ. / Training

None Specified

Certificates & Licenses

None Specified

Clearances

Clean Motor Vehicle Record, Criminal Justice
Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Supervisor S1