

WAREHOUSE SUPERVISOR

DEFINITION

Under direction, to plan, organize, coordinate and supervise the District warehousing and distribution operation; to supervise and evaluate the performance of warehouse and delivery personnel; and to do other related work as required and/or assigned.

ESSENTIAL DUTIES

- Supervise, coordinate, and participate in the receiving, inspection and storage of a variety of supplies, materials, and warehouse goods
- Coordinate the follow-up of shortage, damage, and shipping discrepancies
- Continuously review and evaluate warehousing and distribution operational procedures to ensure an effective and efficient operational mode
- Plan, organize and coordinate the warehouse space layout and the allocation of storage space and facility usage
- Inspect the warehouse facilities and equipment to ensure adherence to appropriate safety and preventative maintenance standards
- Plan and conduct inventory reviews in maintaining appropriate warehouse inventory stock levels, and be able to adequately meet warehouse consumer needs
- Plan, develop, implement and maintain manual and computerized record management, storage and retrieval system
- Plan, organize and conduct personnel orientation and in-service training programs
- Operate a variety of warehouse distribution equipment
- Compile, prepare, and present oral and written management reports
- Review, monitor and evaluate the performance of the warehouse and delivery personnel
- Prepare the warehouse preliminary budget for supplies, material, and equipment
- Monitor, coordinate, and supervise the District surplus and excess item program
- Work closely with the Purchasing unit in evaluating warehouse bids specification and vendor recommendations
- May drive a delivery vehicle in emergency situations.

QUALIFICATIONS

Knowledge of:

Principles, methods and trends of warehousing, distribution, and stock control;
Techniques and strategies of organization, supervision and personnel appraisal and evaluation;
Educational materials, supplies and equipment;
Inventory planning and control systems and procedures;
Safety and security practices and procedures.

Ability to:

Plan, organize, and implement effective and efficient warehouse and distribution operational procedures;
Establish and maintain an accurate and effective data management, storage, and retrieval system;
Effectively control warehoused equipment, materials and supplies;
Compile and present concise and comprehensive management reports;
Understand and carry out oral and written directions with minimal accountability controls;
Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will walk or stand for extended periods of time, may involve ascending and descending ladders, stairs, scaffolding, and ramps
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone and other communication devices
- must possess the manual dexterity to operate equipment and use hand tools and work with various objects and materials
- exposure to hot, wet, humid, or windy conditions caused by weather may occasionally be experienced

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Three years of experience in warehousing, distribution and stock control, including one year in a lead or supervisor capacity.

Education: Verification of a High School diploma, a GED certificate, or a higher degree, supplemental course work or training in warehousing, distribution, and stock control.

License Requirement: Possession of a valid California Motor Vehicle Operator's License. Possession of a certificate authorizing the operation of forklift equipment.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.