

MAJOR FUNCTION

This is supervisory and specialized work in assisting in the operation of the municipal warehouse or supervising centralized procurement, receipt, maintenance and distribution of large parts, materials and supplies needed to support operations. Work involves responsibility for the proper receipt, storage, issuance and record keeping operations of the warehouse, handling a wide variety of materials, supplies and tools. Supervises a small number of subordinates in handling of stock and record keeping, and the daily operation of the work unit. May supervise surplus and police confiscated property storage, records maintenance, and preparation of materials for public auction. Work is performed with considerable independence, but is reviewed through inspection, conferences and review of reports.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, assigns and supervises the work of subordinates handling supplies and maintaining appropriate records at the municipal warehouse or another facility with the same purpose. Supervises the issuance, receipt and storage of supplies, materials and equipment. Coordinates the processing of issued and returned materials in accordance with the prescribed procedures. Creates and maintains data of stock quantities on hand; suggests purchase of designated commodities and materials; corresponds with users on special job requests; deals with vendors on shortages or overages in freight or non-corresponding manufacturers numbers, or departmental specifications. Assists in the determinations of minimum and maximum stocking levels. Handles all routine supply questions and problems concerning such things as out of stock, backorders and special materials requests. Edits reports; assists with perpetual inventory and the preparation of store records and reports. Assures that all necessary steps are being taken to secure maximum control of warehouse stock items. Develops procurement partnerships with vendors. Serves as system administrator for the Computerized Maintenance Management System or the Peoplesoft Inventory System, or other software programs as applicable. May evaluate materials and equipment for surplus, refurbishment or disposal and facilitate such. Performs special assignments, does research, and makes recommendations for operational and process improvements. Recommend the hire, advancement, discipline, transfer, grievance resolution and discharge of subordinates. Develops performance management plans, conducts quarterly performance reviews, and conducts applicable performance evaluations, and where applicable, provides input regarding merit and other discretionary pay increases. Performs related work as required.

Other Important Duties

Serves in the absence of immediate supervisor, as is applicable to the assigned position. Schedules and coordinates the attendance of subordinates for training events, as applicable. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities, and Skills**

Considerable knowledge of warehousing methods, safety precautions and procedures used in the issuance, receipt, storage, handling and control of merchandise. Considerable knowledge of department regulations and procedures affecting special materials and goods, and or proper purchasing and requisitioning procedures. Considerable knowledge of record keeping procedures, and ability to modify and maintain established inventory and stock control records. Ability to plan, assign, supervise and evaluate the work of subordinates. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to communicate clearly and concisely, orally and in writing. Skills in data entry. Skills in operating commercial and heavy duty fork lifts and

various other warehouse equipment, as is applicable to the assigned work area. Skills in planning and layout of storage space. Skill in the care and use of pertinent tools, equipment and facilities. Skill in the use of microcomputers and the specific programs and applications used in the performance of assigned duties and responsibilities.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and three years experience that includes warehousing or supply room issuance and/or receipt of materials and supplies; or an equivalent combination of training and experience.

Necessary Special Requirement

For designated positions assigned to this class, applicants must possess a valid Class E or CDL Class A State driver's license at time of appointment.

Electric Department: Must obtain CPR and First Aid Certification within 6 months of employment as a condition of continued employment. Must obtain OSHA compliant Forklift Certification within 6 months of employment as a condition of continued employment.

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