

WAREHOUSE SUPERVISOR II

NATURE OF WORK IN THIS CLASS:

This is complex supervisory work in directing the activities of a central warehouse operation containing a wide variety of complex and specialized items.

ILLUSTRATIVE EXAMPLES OF WORK: Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Supervises a central warehousing staff in the receiving, checking, storing, issuing and inventory of supplies, materials and equipment and other related warehousing activities; develops recommendations for improvements effecting economy, efficiency and quality of operations and functions.

Checks incoming supplies for quality, quantity, and damage.

Plans and organizes storage areas for the most efficient, logical, and safe storage of all supplies, including specialized stock such as flammable liquids, perishable foods, chemicals and pharmaceutical items.

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; makes direct purchases as necessary.

Investigates complaints regarding quantity or quality of goods received.

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

Recommends repairs, replacement or purchase of new equipment.

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

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

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

Knowledge of materials handled and their distinguishing features and uses.

Knowledge of purchasing and requisitioning procedures.

Knowledge of warehouse and bookkeeping records maintenance.

Knowledge of warehouse safety practices.

Ability to supervise the activities of a central warehouse operation containing a wide variety of complex and specialized items.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend changes in organization policies and procedures to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain inventory records and prepare reports.

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

MINIMUM EXPERIENCE AND TRAINING:

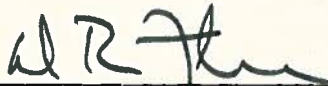
(A) Three years of experience in a storeroom or warehouse operation, and one year of supervisory experience; or

(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