

CLASS TITLE: WAREHOUSE SUPERVISOR

Class Code: 02171500

Pay Grade: 15A

EO Code: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the daily supervision and management of an assigned warehousing operation involving the receipt and storage of materials and supplies and their distribution to several State departments and agencies located throughout the State, or, for their distribution to specific locations in the State within a given department or agency; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with some latitude for the exercise of initiative and independent judgement in determining work methods and procedures; work is subject to review upon completion through periodic inspections and conformance to established warehouse procedures and compliance with established departmental and divisional rules and regulations.

SUPERVISION EXERCISED: Plans, directs, supervises and reviews the work of a subordinate staff engaged in the performance of a variety of warehousing operation activities.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the daily supervision and management of an assigned warehousing operation involving the receipt and storage of materials and supplies and their distribution to several State departments and agencies located throughout the State, or, for their distribution to specific locations in the State within a given department or agency.

To be responsible for all materials and supplies received by and distributed from a warehouse operation including such activities as: the review of validated bills of lading for materials and supplies received by trailer and rail car shipment; the allocation of unassigned storage space; the development and enforcement of procedures for the proper rotation of materials and supplies in storage; the review of requisition order forms for distribution of materials and supplies to delivery points throughout the State; and the submission of all validated bills of lading and requisition order forms to warehouse office personnel for possible follow-up and for processing through the inventory control system.

To be responsible for the protection, safety and proper management of materials and supplies in storage and to take the required precautionary steps against the hazards of fire, theft, damage, and spoilage of such materials and supplies.

To be responsible for establishing and maintaining work and delivery schedules for a subordinate staff of warehouse workers in order to insure an effective and efficient warehousing operation.

To be responsible for all facilities and equipment provided for storage functions and material handling.

To be responsible for all warehouse and adjacent area housekeeping and maintenance services.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the basic principles, practices and procedures of warehousing operations and the ability to apply such knowledge in the daily supervision and management of an assigned warehousing function involving the receipt, storage and delivery of materials and supplies; a working knowledge of departmental and divisional procedures, rules and regulations concerning the receipt, storage, and delivery of materials and supplies; a working knowledge of standard practices and procedures necessary for the protection, safety and proper management of materials and supplies; a familiarity with material handling equipment and the ability to operate such equipment should the need arise; the ability to plan and lay out work and delivery schedules for a subordinate staff; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment as an Assistant Warehouse Supervisor; or, employment in a position in a public or private agency, institutional setting, or in private industry involving supervisory responsibilities in the receipt, storage and delivery of materials and/or supplies.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 11, 1983

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