JOB DESCRIPTION

Department: Operations
Division: Operations
Subdivision: Warehouse

Position: Warehouse Supervisor
Number: 4700
FLSA Status: Exempt
Pay Range: L4700
Job Family: LABOR TRADES
Safety Sensitive: No

Approved On: 01/31/2016
Next Revision:

POSITION PURPOSE

Maintain and operate central stores warehouse, supervise warehouse personnel, and purchase standard electric and broadband utility materials.

ESSENTIAL DUTIES

* Incumbent is accountable for all duties of this job and other projects and responsibilities may be added at the City's discretion.*

- Supervise and participate in receiving, stocking, and issuing supplies and materials, monitoring daily inventory levels and discussing supply needs with warehouse staff and other department personnel to anticipate and project future purchase requirements. (175.2) (9.2) (41.1) (503.1)

- Hire, supervise, and train warehouse personnel. Plan, assign and evaluate the performance of warehouse personnel. (41.1) (175.2)

- Train, develop, guide and mentor employees toward improved performance in a manner consistent with City values and expectations. (41.1) (175.2)

- Practice an inclusive supervisory style with people from a variety of backgrounds, ethnic or racial groups, age groups, personality styles, and genders. (41.1) (175.2)

- Build alliances, foster effective teamwork, and build constructive relationships within and between individuals and other work groups. (9.2)

- Demonstrate behavior that sets a positive example for integrity, fiscal responsibility, and professionalism. (41.1) (175.2)
- Conduct training, testing, and certification of City personnel in the rules and safe operations of forklifts. (41.1) (175.2)

- Develop and administer warehouse and customer service policy and procedure. (41.1) (175.2)

- Prepare and administer warehouse budget, oversee approximately 2700 items in the warehouse and approximately 100 daily issues/transactions, and monitor operation and employee costs charged to general and enterprise funds. (43.2)

- Check shipments for product condition and discrepancies in invoices and product received, prepare receiving reports, contact vendors to verify orders, and troubleshoot problem orders. (41.1) (175.2)

- Make and track cash sales to City residents and contractors. (41.1) (175.2) (9.2)

- Ensure that all items are located under the proper commodity number and storage location. (41.1) (175.2)

- Review and oversee stock records, reorder for stock in short supply, and inventory levels. Maintain the inventory and warehouse issue and transactions records and evaluate the inventory price/cost adjustments. (41.1) (175.2)

- Coordinate with the Electric Engineering Support Coordinator on materials forecasting to ensure proper inventory levels are maintained, oversee product availability, and assure appropriate product movement and turnover. (9.2)

- Supervise the handling of returned shipments. (41.1) (175.2)

- Make recommendations and implement changes in warehouse and inventory automation systems and procedures. (41.1) (175.2)

- Negotiate with other agencies and companies to sell, exchange, and dispose of obsolete and surplus items. Supervise the bidding process for scrap disposal. (41.1) (175.2)

- Supervise the handling of hazardous material. (41.1) (175.2)

- Respond to and resolve problems regarding stock items. (41.1) (175.2)

- Review, approve, and process purchase requisitions and order/quotations requests submitted by LPC and other warehouse users. Confer with internal customers to define specifications, delivery dates, quality, and quantity of products requested. (41.1) (175.2)
• Establish and maintain contact with vendors for routine commodities and utility and broadband materials. Research appropriate markets to maintain current market price trends, market conditions, shortages, new products, technological advances, and service enhancement strategies. (9.2)

• Establish and maintain qualified vendor source lists through phone inquiries, in person interviews, computerized data files, internet searches, industrial publications and professional organizations. Research and select reliable and responsive sources for a diversity of commodities and services. (41.1) (175.2)

• Determine the best method of procurement for routine commodity and service type purchases, to include performing informal phone and fax quotes. Assist end users in developing specifications to be used in various types of solicitations. (41.1) (175.2)

• Participate with end users and Purchasing & Contracts staff in preparing formal bid documents, and reviewing solicitation results by comparing prices, product quality and suitability, warranties, and delivery terms. (9.2) (202.2)

• Act as liaison between vendors and users to investigate and resolve problems with product performance, vendor services, delivery, product specifications, and areas of standardization. (41.1) (175.2)

• In cooperation with the Purchasing Division, determine best method of award for type of purchase to include issuing purchase orders, service contracts, and professional service agreements. Establish contract award periods for blanket routine commodity/contracts and monitor expiration periods to ensure extension of contracts is performed as deemed appropriate. (202.2)

• Ensure proper receipt of purchases, payment of outstanding accounts, and proper tax exemptions for the City. (202.2)

• Investigate delayed shipments, damaged goods, and materials, which do not meet specifications. (41.1) (175.2)

• Enforce safe work environments and conduct safety inspections in and around the warehouse locations. (41.1) (175.2)

Performs essential duties and additional tasks in a manner which enhances City Attributes.

**ADDITIONAL DUTIES**

• Operate a variety of forklifts, power tools, hand tools, and other storeroom equipment as needed. (41.1) (175.2)
• Participate in facility space and site planning and supervise the efficient utilization of available storage space. (41.1) (175.2)
• Participate in weekly management meetings. (41.1) (175.2)
• Update vendor list and expedite files by following up on back-orders. (41.1) (175.2) (9.2)
• Prepare periodic reports as needed or requested. (202.2)
• Perform year end archival, destruction, and reporting of warehouse records in accordance with the City’s records retention schedule. (202.2)

Perform other duties as assigned and required.

The City expects employees to engage in frequent, meaningful communication in all interactions. Team members are expected to fully engage, participate, make decisions, take action and hold self and others accountable.

REPORTING RELATIONSHIPS
Supervision Received:
General direction provided by the Director of Electric and Broadband Operations.

Supervision Exercised (direct reports and/or direct staffing decisions):
Provides direct supervision of all positions, employees, and functions within the warehouse division.

KNOWLEDGE, SKILLS AND ABILITIES
Education and Experience:
Any combination of education and experience equivalent to the completion of the twelfth grade supplemented with training in supervision and management and five years’ experience in storekeeping, inventory work, and automated warehouse operations including two to three years of supervisory experience, or demonstrated skills/training in supervision. Thorough experience in use of the Utility Inventory Control systems and applications.

Bilingual Requirements:
This position requires/prefers the incumbent to be fluent in the following languages: American Sign Language
The proficiency level expectation is: Intermediate

Knowledge of:
• Storekeeping and inventory methods and procedures.
• Nomenclature, grades, and classification of supplies and materials.
• Budget development and administration practices.
• Principles of supervision, training, and performance evaluation.
• Automated warehousing and inventory systems.
• Hazardous materials handling.
• Warehouse related purchasing and accounting functions, methods, and procedures.
• Supplies and materials used for municipal services and operations including electric, telecommunications, and water and wastewater utility materials.
• Basic mathematics and fundamental accounting skills.
• Purchasing methods and practices to include sales and purchasing of a variety of materials.
• Modern office practices and equipment including computerized records management, inventory controls, personal computers, and various software programs to include the Internet.

Ability to:
• Supervise, train, and evaluate subordinate personnel.
• Establish and maintain effective working relationships with other City employees, representatives of other agencies and organizations, other City departments, and members of the community.
• Communicate effectively, both verbally and in writing.
• Maintain and evaluate records.
• Solve operational and customer service problems.
• Prioritize work and handle multiple tasks.
• Prepare and maintain accurate records and reports.
• Understand verbal and written instructions/procedures.
• Prioritize and perform multiple tasks and process a high volume of purchasing in an accurate and timely manner.

Additional requirements:

EQUIPMENT USED
Standard office equipment including, but not limited to, personal computer and associated hardware and software, telephone, copier, calculator, and fax. Power and hand tools, one-ton truck, van, forklift and cage, power industrial trucks, electric pallet jack and pallet grabber, sprayer, banding machine, hand carts and dollies, scissor lift, scales, cable reel booms, wire cable counter, ladders, drum lift, spool adapter, lawn maintenance equipment, and dock plate.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS
Work is generally performed in a warehouse environment with occasional exposure to sun, dust, excessive noise, fumes, smoke/gases, solvents, grease and oils, and pesticides/herbicides. Work involves occasional work around machinery, moving vehicles, and slippery/uneven walking surfaces. Work requires constant use of fingers and both hands; frequent lifting/carrying of light to moderate loads (up to 49 pounds), occasional lifting/carrying of heavy loads (50 pounds & over); sitting for up to four hours,
walking and standing up to five hours; and occasional pulling, pushing, reaching, crawling, bending/stooping, twisting, kneeling, and squatting. Physical and visual capabilities to operate vehicles, trucks, and motorized equipment and to work on computers and associated equipment for prolonged periods of time. Work requires the ability to communicate verbally and in writing, working alone and closely with others. Work frequently entails customer contact, problem solving, handling multiple concurrent tasks, reading, attention to detail, confidentiality, math for budget administration and inventory, and occasional reasoning. Periodic after-hours work is required for meeting attendance and on rare occasions for emergency supply distribution.

**PHYSICAL REQUIREMENTS**

The candidate for this position must be able to meet the physical requirements necessary to do the job. The following is a list of types of physical activities and the body parts affected by the activities for the job.

**DEFINITIONS:**

Occasionally: activity or condition exists up to 1/3 of the time. Frequently: activity or condition exists from 1/3 to 2/3 of the time. Constantly: activity or condition exists 2/3 or more of the time.

(From "Dictionary of Occupational Titles", U.S. Department of Labor)

**LIFTING - Back, Legs, Arms**

Occasionally lift: 6" level lift with trunk rotation warehouse inventory – 80 lbs.; floor to knee, floor to mid-thigh, floor to waist, floor to chest, floor to shoulder, floor to eye level warehouse inventory – 70 lbs.

Occasionally carry one-handed: a 5-gallon bucket of mortar repair – 52 lbs.

Occasionally carry two-handed: reams of paper up two flights of stairs four times – 55 lbs.

Occasionally pushes outward: a hand pallet jack – 80 lbs. of force.

Occasionally pulls inward: a hand pallet jack – 43 lbs. of force

Two-person Lifts: special items such as copiers, desks, computers, anodes, as well as any warehouse inventory 70 lbs. or greater needing to be lifted overhead.

**SUSTAINED POSITIONS** – Legs and Back

Occasional sitting while at the computer and filling out paper work; standing while at the service counter; squatting while performing pre-inventory; bending at waist while unloading truck; kneeling while performing pre-inventory; overhead work while performing pre-inventory; and stomach lying while reaching under shelving units.

**LOWER BODY MOBILITY** – Legs and Back

Constant walking over various terrain while performing warehouse duties. Occasional stair climbing two flights of stairs while performing warehouse duties; climbing 12' platform ladders and four-step ladders while reaching, bending, and lifting up to 15 lbs.; shoveling snow; sweeping while cleaning warehouse and warehouse bathroom; trunk rotation 90 degrees while placing inventory from the cart to the shelf;
and repetitive squat up to 20 times. Occasional walking over various terrain while performing warehouse duties.

**UPPER BODY MOBILITY – Trunk, Shoulders, Elbows, and Arms**
Occasional rotating trunk and neck while driving the forklift; climbing 12’ platform ladders and 4-step ladders while reaching, bending and lifting up to 15 lbs.; shoveling snow; sweeping while cleaning warehouse and warehouse bathroom; and trunk rotation 90 degrees while placing inventory from the cart to the shelf.

**FINE MOTOR – Forearm, Hands, Wrists and Fingers**
Occasional fine motor while keyboarding, utilizing a 10-key calculator, opening boxes, operating the pallet jack and forklift, and performing paperwork. Applicant must have ability to perform installing and removing screws and bolts with eyes occluded. Constant fine motor while keyboarding and utilizing a 10-key calculator.

**BALANCE**
Ability to balance occasionally when reaching and leaning while on a ladder and on slippery surfaces.

**Other**
Applicant must be able to tolerate working with hazardous materials.

*The City is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws and City values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the City celebrates diversity in the workforce. This position description is a valid statement of the job duties, responsibilities, requirements and performance expectations of this position.*

**CITY ATTRIBUTES**

- **As One** - Attributes for which each one of us is responsible, including Respect, Integrity and Service.
- **Together** - Behaviors that together employees and the organization equally share responsibility for demonstrating, including Enjoyment, Communication, Accountability, Creativity and Teamwork.
- **We Lead** - Actions and behaviors that the organization has a lead role in supporting as we all lead our organization into the future, including Appreciation, Action, Learning, Balance and Leadership.

This job description has been reviewed and approved.
Department Director:

Human Resources Staff: