JOB DESCRIPTION

Title Description: WAREHOUSE SUPERVISOR
Title Code: 3227
FLSA Exemption Status: Exempt
Creation Date: 9/29/1995
Approved by: Approved Date: January 29, 2013

SUMMARY

Supervisory and technical work directing employees engaged in warehousing activities.

Positions allocated to this classification report to a designated supervisor and work under general supervision. Work in this classification is distinguished from other classes by its supervisory responsibility and considerable knowledge of materials and supplies used in power plants, electric, gas, water, telecommunications, sewer maintenance, and construction.

EXAMPLES OF WORK**

**This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. Performance of lower level duties may be required.

ESSENTIAL JOB FUNCTIONS

Supervises, plans and coordinates the work of subordinates engaged in the receiving, storing, issuing and salvaging of warehouse materials.

Establishes work schedules and locations for normal work hours as well as after hours standby coverage while accounting for the department training schedule for internal and external training plus meetings.

Conducts training of warehouse staff in all aspects of operations. Maintains records of training conducted. Provides a lead role in developing and maintaining the course materials for the Stores Progression Through Training Program to include administering and grading tests; and certifying qualification cards.

Assists in developing and providing training to other departments in the use of warehouse equipment (primarily forklifts) plus user training of the Enterprise Resource Planning (ERP) system as it pertains to Stores.

Conducts employee evaluations and recommends selection, promotion, discharge, and other appropriate personnel actions.

Reviews stock levels, requisitions, receives and updates materials in inventory system.

Obtains quotes as necessary for emergency and scheduled repairs. Initiates and expedites small dollar orders using a procurement card. Arranges for appropriate transportation of materials where required utilizing truck lines, package delivery services or specialized carriers.

Obtains information on products from suppliers, including cost factors; works with internal customers, engineers and managers to identify and assist with material needs; communicates and resolves problems and concerns.

Assists in the annual budget process; monitors and reconciles small dollar purchases.

Supervises and oversees annual physical inventory and/or cycle counts in all warehouses and investigates and corrects root causes for bad inventory balances so they do not reoccur.
Updates item locations and assists in the cataloging of parts and materials. Designs and lays out the storage of materials to achieve the most efficient warehouse operations.

Maintains storm stock and free stock areas to assure material levels are adequate.

Prepares detailed records and reports in a timely manner, including accident reports, fire extinguisher inspections, vehicle maintenance, etc.

Assists employees in warehouse activities.

Attends work on a continuous and regular basis.

**NON-ESSENTIAL JOB FUNCTIONS**

Reviews packing slips on materials received to ensure materials meet standard specifications and identify discrepancies.

Assists with used utility pole, scrap metal, cardboard recycling and other programs under the jurisdiction of the warehouse.

Acts for supervisor in his/her absence.

Attends and conducts staff meetings and safety meetings as required.

Verifies that vehicles and equipment used in daily operations are safe to operate and properly maintained. Assists in specifications for new equipment.

Assists in formulating operating policies.

May be required to transport, mix, handle, or use hazardous materials (other than cans of gasoline, batteries, pumping fuel, or access to normal janitorial cleaning materials) or may be responsible for facilities or equipment carrying current, fluid, or gas that could endanger the public or other employees.

Will be required to respond under emergency situations.

Performs other related duties as assigned.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Below are the required education, experience, knowledge, skills and abilities to perform the essential functions.

**EDUCATION AND EXPERIENCE**

High school diploma or possession of an acceptable equivalency diploma, supplemented by appropriate technical courses, and five years progressively responsible experience in warehouse operations, including two years of warehouse lead or supervisory experience, or an equivalent combination of education, training and experience which provide the required knowledge, skills, and abilities.

**CERTIFICATIONS OR LICENSES**

**Licenses**

Valid Florida Driver License required.

1 A CDL instructional permit may be required at the time of appointment and a CDL License may be required within six months of date of appointment (depending on job assignment and work location).*
or

2 A CDL License may be required at the time of appointment (depending on job assignment and work location).*

* Information on whether or not a CDL license (and which class: A, B, or C) is required, will be provided by the hiring department based on the specific vehicle(s) which may be required to be driven in the particular job assignment.

Note: CDL-classified vehicles which are not driven on public roadways do not require a CDL license.

**Certifications**

Within six months of employment certified to operate all Stores forklifts.

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of principles, practices, methods, and materials and theories of warehouse and inventory functions.

Considerable knowledge of materials and supplies used in power plants, electric, telecommunications, water, gas, and sewer maintenance and construction.

Demonstrable knowledge of Microsoft Office applications, especially Word, Excel and PowerPoint.

Working knowledge of SAP.

Knowledge of transportation practices.

Ability to plan, direct and supervise work of others.

Ability to communicate effectively, both orally and in writing.

Ability to perform business math and accounting calculations.

Ability to work effectively with coworkers, vendors, and the general public.

**PHYSICAL AND ENVIRONMENTAL REQUIREMENTS**

To perform this job successfully, an individual must possess certain physical abilities and be able to withstand work related environmental conditions.

**PHYSICAL REQUIREMENTS**

Work requires physical strength and agility sufficient to safely perform all essential job functions, including the ability to lift, carry, push or pull 25 pounds without assistance.

**WORK ENVIRONMENT**

Rotating stand-by duty may be required.

May be required to transport materials and supplies outdoors under various climatic conditions.