

Water Authority Position Description

WAREHOUSE SUPERVISOR

Status	Position Code	Level	Date
APPROVED	WASV	M25	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

OVERSEE WAREHOUSE OPERATIONS INCLUDING PURCHASING, RECEIVING, MAINTAINING AND ISSUING WAREHOUSE MATERIALS AND STAFF SUPERVISION.

MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL DIPLOMA OR GED PLUS FIVE (5) YEARS WAREHOUSING OR STOCKKEEPING EXPERIENCE TO INCLUDE ONE (1) YEAR TECHNICAL LEAD OR SUPERVISORY EXPERIENCE IN AN ADMINISTRATIVE CAPACITY.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
FORK LIFT OPERATOR CERTIFICATION WITHIN SIX (6) MONTHS
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

SUPERVISION RECEIVED/EXERCISED

RECEIVE DIRECTION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.

EXERCISE DIRECT SUPERVISION OVER SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. SUPERVISE, PLAN, TRAIN, AND REVIEW THE WORK OF STAFF RESPONSIBLE FOR RECEIVING, ISSUING WAREHOUSE MATERIALS AND MAINTAINING INVENTORY. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED STAFF. PROVIDE OR COORDINATE TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AS NEEDED.
2. PLAN, DIRECT AND PARTICIPATE IN THE MAINTENANCE OF COMPUTERIZED RECORDS OF STOCK AND INVENTORY. RESEARCH DISCREPANCIES AND IMPLEMENT PROCEDURES TO INCREASE ACCURACY AND TIMELINESS.
3. RECEIVE, LOG AND STORE VARIOUS SHIPMENTS OF MATERIALS, EQUIPMENT AND SUPPLIES. ISSUE MATERIALS AS NEEDED.
4. SUPERVISE THE USE, CARE AND OPERATION OF WAREHOUSE AND MATERIAL HANDLING EQUIPMENT INCLUDING FORK-LIFT.
5. SUPERVISE AND PARTICIPATE IN FUNCTIONS OF MATERIALS MANAGEMENT INCLUDING SURPLUS OR SALVAGE PROPERTY AND DISPOSAL PROCESSES AND RELATED RECORD KEEPING.
6. VERIFY WORK PRODUCT FOR ACCURACY, PROPER WORK METHODS, TECHNIQUES AND COMPLIANCE WITH APPLICABLE STANDARDS AND SPECIFICATIONS.
7. OVERSEE STORAGE OF MATERIAL IN PROPER LOCATIONS AND THE MATCHING AND MARKING OF MATERIAL WITH PROPER STOCK NUMBERS. CONDUCT PERIODIC INVENTORIES AND INSPECTIONS.
8. SUPERVISE GENERAL MAINTENANCE OF WAREHOUSE. OVERSEE DOCUMENTATION OF STOCK DISPOSAL. COMPLETE LOGS AND REPORTS OF VEHICLE MAINTENANCE.
9. ENSURE PROPER HANDLING TO INSURE OSHA REQUIREMENTS FOR ALL SAFETY SENSITIVE MATERIAL.
10. PURCHASE A VARIETY OF MATERIALS, SUPPLIES AND SERVICES ACCORDING TO WATER AUTHORITY POLICES AND MONITOR PURCHASES MADE BY P-CARD HOLDERS.

SUPPLEMENTAL FUNCTIONS

1. RESPOND TO PUBLIC INQUIRIES IN A COURTEOUS MANNER. PROVIDE INFORMATION REGARDING WAREHOUSE OPERATIONS. RESOLVE COMPLAINTS IN AN EFFICIENT AND TIMELY MANNER.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

OPERATIONS, SERVICES AND ACTIVITIES OF A WAREHOUSING PROGRAM
PRINCIPLES OF SUPERVISION AND TRAINING
METHODS AND TECHNIQUES OF MATERIAL STORAGE, HANDLING AND DISPOSAL,
INCLUDING RELATED GOVERNMENT REGULATIONS
METHODS AND TECHNIQUES OF INVENTORY CONTROL
MODERN OFFICE PROCEDURES, METHODS AND EQUIPMENT, INCLUDING COMPUTERS
OCCUPATIONAL HAZARDS AND STANDARD WAREHOUSE SAFETY PRACTICES, MSDS
BASIC PRINCIPLES OF RESEARCH AND ANALYSIS
COMPUTER SOFTWARE WITHIN ASSIGNED AREAS
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

PREFERRED SKILL/ABILITY

SUPERVISE, ORGANIZE AND REVIEW THE WORK OF WAREHOUSE STAFF IN THE AREA OF
WORK ASSIGNED
INDEPENDENTLY PERFORM THE MOST DIFFICULT WAREHOUSING TASKS
INTERPRET, EXPLAIN AND ENFORCE WAREHOUSE POLICIES AND PRACTICES
OPERATE A VARIETY OF WAREHOUSING EQUIPMENT AND VEHICLES IN A SAFE AND
EFFECTIVE MANNER
PERFORM A VARIETY OF WAREHOUSING DUTIES AND FUNCTIONS INCLUDING
RECEIVING, LOGGING, STORING AND ISSUING SUPPLIES AND MATERIALS
WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION
UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE
CONTACTED IN THE COURSE OF WORK
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING

WORKING CONDITIONS

WAREHOUSE/SHOP ENVIRONMENT; EXPOSURE TO DUST AND NOISE
EXPOSURE TO CHEMICALS, VAPORS AND ODORS

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED
DUTIES AND RESPONSIBILITIES SUCH AS: LIGHT, MODERATE OR HEAVY LIFTING;
CLIMBING, BENDING AND STOOPING; OPERATING MOTORIZED EQUIPMENT AND
VEHICLES
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO
THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES