

## WAREHOUSE SUPERVISOR

### **DEFINITION**

Under general supervision, plans, participates, organizes and supervises the activities of the Warehouse Division to maintain materials and supplies necessary for the operation, administration and maintenance of the City.

### **ESSENTIAL FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

### **TASKS**

Plans, organizes and supervises the activities of the Warehouse Division to maintain materials and supplies necessary for the operation, administration and maintenance of the City; accepts, receives and reviews requisitions from City departments; prepares surplus items and materials for auction or disposal; prepares, documents and issues material receiving reports; inputs supplies received into the inventory system; maintains and monitors inventory and receiving procedures.

Writes requisitions, researches prices, corresponds with vendors and orders supplies; supervises assigned personnel in the Warehouse Division; schedules, prioritizes and assigns work of subordinate staff; prepares performance evaluations for assigned staff; researches and responds to inquiries related to orders and supplies.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS**

Knowledgeable of purchasing, procurement and inventory control principles

Knowledgeable of scheduling and prioritizing techniques

Knowledgeable of and proficient in operating computer software and hardware

Skilled in supervising, delegating and evaluating work of subordinate staff

Skilled in monitoring, updating and distributing warehouse stock

Skilled in providing and following oral and written instructions

Skilled in establishing and maintaining effective working relationships

Ability to effectively communicate verbally and in writing in English with all levels of staff and public

### **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

Work is performed in indoor, outdoor or warehouse environments. Work may require frequent standing, walking, climbing, bending and lifting up to 50 pounds. May be exposed to repetitive motion, vision to monitor, extreme temperatures and weather, heights and moving traffic.

### **QUALIFICATIONS**

A high school diploma or equivalent, **AND** four (4) years warehouse experience **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.