

77770

WASHINGTON STATE DEPARTMENT OF PERSONNEL

Specification for Class of

WAREHOUSE SUPERVISOR 2

Abolished Initially Effective January 13, 2006
Abolished Final Effective February 10, 2006

Definition: Supervises the complete operation of a commissary, warehouse, or a major subdivision of a large volume, fast turnover warehouse.

Distinguishing Characteristics: These positions usually supervise at least one Warehouse Supervisor 1 and either supervises a storing area which exceeds 80,000 cubic feet, or the institutional dollar value of commissary goods issued in a biennium exceeds \$650,000 with an institutional population in excess of 500 residents.

For clarification purposes, a large volume, fast turnover warehouse is one that receives and ships at least 200,000 units per month. Units refers to boxes, cartons, cases, etc.

Typical Work

Supervises assignment of personnel and equipment to different warehousing activities; trains subordinates in warehousing activities;

Supervises preparation, from advance papers and documents, of receiving reports to be used by checkers when shipments arrive;

Supervises requisitioning, receipt, storage, and distribution of surplus foods to authorized agencies and institutions; supplies information to recipient agencies regarding eligibility and compliance requirements for surplus property and foods;

Prepares rail switch list determining which rail cars are to be spotted at certain warehouse doors for unloading purposes; inspects rail sidings to see that switching instructions have been followed; maintains permanent record on rail cars received showing initial, car number, and dates and times of arrival and unloading;

Arranges for crews to weigh and inspect imported goods arriving on docks;

Meets with program supervisors and department managers at periodic staff meetings or as necessary in order to discuss and identify anticipated supply requirements and specifications required according to user, budget guidelines, and agency procurement policy; recommends quality and quantity of supplies and/or materials to be procured; drafts specifications;

Oversees and controls submission and processing of requisitions or field orders, receipt, storage, and issue of supplies in order to coordinate procurement of supplies and equipment according to standard State buyer's commodity ordering schedule, supplies on hand and estimated experience factors obtained from item usage and cost data listed on stock record cards;

Studies available storage areas in order to estimate and allocate warehouse space according to size, shape, weight, and type of merchandise being stored;

Supervises and monitors subordinate employees, methods, procedures and controls in order to evaluate and develop efficient work practices;

Performs other work as required.

Knowledge and Abilities

Knowledge of: requisitioning and/or procurement procedures; laws and rules pertaining to procurement and distribution of bottled alcoholic beverages, surplus property, and surplus foods; electronic components and equipment; warehouse procedures for receiving, storing, and shipping variety of store items; demurrage charges; business and record keeping practices; techniques of supervision; physical inventory procedures, records, and controls; safety techniques in warehousing operations.

Ability to: plan and direct work of others; train and evaluate subordinates; prepare legible reports; maintain satisfactory, effective work relationship with others; follow oral and written instructions; write and speak effectively; perform arithmetical computations.

Minimum Qualifications

Four years of experience in a commissary and/or warehousing operation, including one year of supervisory experience or lead responsibility.

NOTE:

- (1) A valid driver's license may be required.
- (2) Eligibles may be certified with experience in special stores operation, i.e., electrical/electronic equipment.
- (3) Satisfactory physical condition as indicated by an agency approved physical examination may be required.

Revised July 26, 1973

Revises minimum qualifications

Revised September 7, 1973

General revision and title change (formerly Warehouse Foreman II)

Revised April 14, 1978

Revises definition and minimum qualifications, adds distinguishing characteristics, general revision

Revised April 10, 1981

Revises minimum qualifications

Revised August 15, 1986

Revises minimum qualifications

Revised July 13, 1990

Revises minimum qualifications