

Specification for Class of

WAREHOUSE SUPERVISOR 3

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Directs the entire receiving, storage and shipping operation in a major distribution center on a multi-shift operation serving multiple delivery points.

Distinguishing Characteristics: These positions supervise at least two shifts and either supervise a storage area which exceeds 1,000,000 cubic feet or the dollar value of the inventory exceeds \$1,000,000.

Typical Work

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

Supervises, from advanced papers and documents, preparation of receiving reports when shipments arrive;

Supervises delivery service and schedules and coordinates the movement of materials to customer locations;

Responds personally to complaints or inquiries from customers and works closely with Supply Control Technicians to provide information in response to "Customer Service" inquiries;

Assists in planning layout and material handling needs, i.e., space requirements utilizing open (block) storage, rack storage, mezzanine use, order picking, packing and shipping procedures, and material handling equipment utilization for storage and redistribution;

Meets with administration staff at periodic staff meetings or as necessary to discuss and identify anticipated supply requirements;

Supervises and monitors subordinate employees, methods, procedures and controls in order to evaluate and develop efficient work practices and assure safer and more efficient work habits are practiced;

Maintains extensive detailed reports when requested to substantiate records for accounting, data processing and procurement relating to operations;

Schedules and supervises physical inventories monthly and advises management as necessary to maintain inventory levels, taking into consideration market conditions, price trends, strikes, transportation problems, etc.;

Performs other work as required.

Knowledge and Abilities

Knowledge of: requisitioning and/or procurement procedures; laws and rules pertaining to procurement and distribution of materials and supplies; warehouse procedures for receiving, storing and shipping a variety of store items; demurrage charges; business and record keeping practices; techniques of supervision; physical inventory procedures, records and controls; safety regulations pertaining to freight transportations; methods and procedures of freight consolidation, transshipment and scheduling shipping; sources of supply, carrier routes and terminals; packing and packaging; freight expediting; transportation claims and claim procedures.

Ability to: plan and direct work of others; train and evaluate subordinates; prepare legible reports; maintain satisfactory, effective work relationships with others; follow oral and written instruction; write and speak effectively; perform arithmetical computations; procure freight transportation at lowest possible cost.

Minimum Qualifications

Six years of experience in a major distribution center or warehouse operation, at least two years of which must have been in a supervisory capacity.

Education in business administration, economics, industrial engineering or closely allied field will substitute, year for year, for the nonsupervisory experience.

A valid driver's license may be required.

New class

Effective November 13, 1981

WAREHOUSE SUPERVISOR 3

77780

Revised July 13, 1990

Revises minimum qualifications