

Code: 1214

Title: WAREHOUSE SUPPLY SUPERVISOR

SUMMARY: Supervises the receipt, issuance, inventory and storage of supplies, materials and equipment for a large supply operation such as a satellite warehouse or a departmental supply function involving more than one supply room.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Participates in and supervises the issuance, receipt and delivery of a variety of supplies, materials and equipment;

Supervises, trains and evaluates supply and warehousing personnel;

Insures compliance with specifications and invoice terms for all materials, supplies and equipment;

Supervises the preparation of disbursement documents, materials and equipment and maintains cataloging and identification records;

Contacts vendors for price quotations, terms, discounts and delivery dates;

Supervises the inventory of supplies and equipment;

Verifies accuracy of charges and credits against computer runs;

Prepares periodic reports regarding various operational transactions;

Coordinates the delivery of supplies, materials and equipment to satellite warehouses and departmental storerooms;

Contacts vendors, suppliers and County departments to verify orders placed and received and resolves problems incurred;

Operates delivery vehicle and other materials handling equipment;

Lifts and removes boxes and items from shelves and bins;

May be required to review changes in Federal, State and local laws and procedures to assess impact on the assigned area and to recommend and implement changes based upon assessment of the impact.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices involved in the ordering, receipt, storage, inventory and disbursement of a wide variety of materials and equipment;
- principles and practices of supervision and training;
- applications of automated information systems;
- warehouse safety practices;
- basic arithmetical principles and practices;
- Personal Protective Equipment (PPE);
- materials handling and equipment operation and safety procedures;
- purchasing and requisitioning procedures.

Skill in:

- communicating effectively;
- inspecting materials and equipment for compliance with specifications;
- planning, assigning and evaluating the work of others;
- maintaining inventory and disbursement records;
- detecting and responding to hazardous conditions, materials and practices;
- operating a vehicle and various types of office and supply handling equipment;
- stocking and rotating stock, especially date sensitive supplies and materials;

- maintaining effective working relationships with vendors and staff;
- entering information into and retrieving information from a computer database;
- lifting heavy boxes and equipment.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Three years of experience in receipt, inventorying, storage and distribution of supplies, materials and/or equipment, including one year in a supervisory or lead capacity. (Thirty semester hours or sixty quarter hours of college-level course work from an accredited college, university, trade or vocational school in purchasing, materials management or business or public administration may be substituted for one year of the above mentioned general experience)

OR:

(2) Eighteen months of experience with Pima County as a Principal Supply Technician.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions within this classification may require possession of a valid Class D Arizona driver's license at the time of appointment.

Special Notice Items: Due to need for access to law enforcement, detention or correctional facilities, some positions may require satisfactory completion of a personal background investigation by law enforcement agencies.

Physical/Sensory Requirements: The ability to: lift, push, pull and carry 50 pounds or more; stoop and bend; wear Personal Protective Equipment (PPE); and independently move and manipulate heavy objects. Other physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.