

CITY OF CARSON

Title: SUPERVISOR - WAREHOUSE

Job Summary:

Under the direction of the Purchasing Manager, plan, coordinate and supervise City Warehouse operations and activities; supervise assigned warehouse personnel in the performance of a variety of warehouse activities.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Supervise the day-to-day operations and activities of a large centralized warehouse including the receipt, storage, issuance and delivery of various materials, supplies and equipment; train and assign work to warehouse workers.
2. Estimate stock requirements; control and monitor inventory levels.
3. Participate in computerized inventory control system; access information and audit entries as required; implement system improvements as necessary; coordinate and participate in physical inventories.
4. Inspect goods received; process invoices and approve for payment; contact vendors to resolve discrepancies.
5. Prepare requisitions for special parts, equipment and materials; process reorders and research product manuals.
6. Prepare and maintain a variety of records, logs, files and reports including work orders, stock records and daily activity reports.
7. Contact various personnel, departments, vendors, outside agencies and organizations and others to coordinate work activities and to provide and receive information and services as required.
8. Perform duties of warehouse workers; operate a variety of warehouse-related equipment and machinery as needed.
9. Supervise the day-to-day operations of the City yard gas station.
10. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Graduation from high school supplemented by training in inventory control or equivalent. Four (4) years increasingly responsible warehouse and material handling experience involving a wide variety of stock.

Knowledge of:

- . Methods, techniques, terminology and procedures used in a warehouse facility.
- . Inventory record keeping.
- . Purchase and requisition procedures.
- . Business math.
- . Modern office practices, procedures and equipment.
- . Record keeping techniques.
- . Operation of computer and related software.
- . Proper methods of storing equipment, materials and supplies.
- . Health and safety regulations.
- . Requirements of maintaining buildings in a safe, clean and orderly condition.
- . Applicable laws, codes, regulations, policies and procedures.
- . Various tools, parts, materials, supplies and equipment used in assigned warehouse facility.

Skill and Ability to:

- . Determine quality and quantity of goods needed to assure cost-effective material control.
- . Oversee the maintenance of a computerized inventory control system.
- . Lift heavy objects up to 75 pounds.
- . Operate office equipment including a computer terminal.
- . Operate safely a variety of tools, equipment and machinery including small hand tools, forklifts, trucks, pallets, scales, drills and trailers.
- . Read, interpret, apply and explain rules, regulations, policies and procedures.
- . Maintain records and prepare reports.
- . Establish and maintain cooperative and effective working relationships with others.
- . Train and provide work direction to others.
- . Assign and review the work of others.
- . Operate, service and make minor repairs on equipment.

License and Certificate:

Valid California State driver's license.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- . Require the mobility to stand, stoop, reach and bend.

Physical Requirements and Working Conditions:

- . Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- . Require the ability to stand for long periods.
- . Perform lifting, pushing and/or pulling of objects which does not exceed 50 pounds and is an infrequent aspect of the job.
- . Is subject to inside and outside environmental conditions.