

PERALTA COMMUNITY COLLEGE DISTRICT – June, 1999

CLASSIFIED JOB DESCRIPTION

**WAREHOUSE SUPERVISOR
(IUOE Local 39 Salary Range 55)
Job Code: 595**

CLASS PURPOSE

Under direction, the Warehouse Supervisor performs supervisory work in overseeing the daily operation of the District warehouse. An incumbent of this single position class is responsible for overall operation of the warehouse, which involves supervision of work, records maintenance and report preparation.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Responsible for training, supervising, and evaluating work of warehouse personnel
- Supervises the receiving, marking, storing, and issuing of school equipment, materials, and supplies
- Supervises the checking of items against purchase orders and invoices
- Trains workers in proper storage and inventory procedures
- Directs annual inventory
- Plans, schedules, and supervises the delivery of mail to campuses and offices in the district
- Plans, schedules and assigns delivery routes
- Receives and assigns work orders for special pickup and delivery services
- Assists purchasing department in contacting vendors regarding quantity, quality, and delivery of materials
- Recommends disciplinary action and termination of employees when necessary
- Prepares vacation schedule
- Assists warehouse personnel in solving problems regarding identification of merchandise
- Answers questions from campuses regarding current status of purchase orders and supply invoices
- Inspects damaged equipment and supplies at campuses and arranges for replacements
- Schedules maintenance of warehouse trucks and equipment
- Prepares and submits various reports, laundry receipts, vendor reports, and annual inventory

Job Description: Warehouse Supervisor

- Reviews, files, records, processes and provides follow-up relative to distribution reports, purchase orders, supply invoices and goods accepted
- Initiates requisition forms for replacement of supplies as needed
- Checks data processing report on inventory against actual inventory count
- Performs other related duties as required

MINIMUM QUALIFICATIONS

1. Four years of experience in a warehouse work involving stock control and inventory maintenance responsibilities and including one year in a supervisory lead capacity;

OR

An equivalent combination of training and experience that could likely provide the desired knowledge and abilities

2. LICENSE: Possession of a valid Class B Commercial California operator's license and a copy of current driving record issued by the Department of Motor Vehicles. (Must be insurable under the Peralta Community College District's current insurance policy.)
3. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of:
 - warehouse procedures, requisitions, purchase orders, invoices, and delivery documents and the use and meaning of each
 - supplies associated with and used by various campuses and offices
 - methods used in receiving, storing, issuing and keeping records of supplies and equipment
 - safety procedures involved in lifting and transporting of heavy supplies and equipment
 - heavy vehicle operations and California Vehicular Code
 - computers, barcoding scanners, and electronic mail
 - basic principles of training and supervision
 - wide range of commodities stored by the District, including specialized stores, equipment and tools
 - supplies associated with and used by various campuses and offices
 - principles of supervision and training; principles of record maintenance
 - purchasing principles and procedures
- Ability to:
 - follow oral and written directions and to keep simple records
 - perform clerical work in receipt of shipping of supplies and equipment
 - apply appropriate safety practices in the performance of heavy manual labor
 - operate a deliver truck and other warehouse equipment safely; assemble and repair equipment

Job Description: Warehouse Supervisor

- establish and maintain cooperative relationships with those contacted in the working environment
- maintain accurate inventory and clerical records
- operate a computer
- supervise commodity receipt, storage, distribution and record keeping functions for the District Warehouse
- maintain records; write brief reports
- supervise, plan the work of, and train subordinates
- maintain stock control program and records
- operate a computer; analyze situations accurately and adopt effective courses of action
- maintain accurate inventory and clerical records
- supervise commodity receipt, storage, distribution and record keeping functions for the District Warehouse

ENVIRONMENTAL DEMANDS

- Occasional work performed in wet conditions
- Occasional work performed alone, in confined spaces and at elevated heights
- Constant use of moving equipment
- Constant use of motor vehicle on public highways and on campus property
- Constant work performed around people

MENTAL REQUIREMENTS

- Must be able to communicate in English (speaking, writing, and reading) at a level to safely and effectively perform the essential functions of the Warehouse series.

PHYSICAL REQUIREMENTS

- Occasional sitting, kneeling, body twisting, and climbing of ladders
- Occasional pulling up to 100 lbs.
- Occasional work performed at rapid pace
- Occasional use of tactile (sense of touch) and visual acuity (seeing distance)
- Frequent pushing up to 100 lbs.
- Frequent climbing of stairs
- Frequent use of balance
- Frequent carrying, stooping, squatting, and reaching, high, low, and level
- Frequent use of oral communication
- Frequent use of audio acuity (speech range)

Job Description: Warehouse Supervisor

- Constant standing and walking
- Constant lifting up to 100 lbs.
- Constant use of manual dexterity
- Constant use of audio acuity (all ranges)
- Constant use of visual acuity (reading and color vision)

TOOLS AND EQUIPMENT USED

- Occasional use of eye protection
- Frequent use of protection for the arms, hands, and fingers
- Constant use of protection for the head
- Occasional use of a forklift
- Occasional use of delivery trucks/vans
- Occasional use of pallet lift
- Frequent use of a computer
- Occasional use of a typewriter
- Occasional use of stencil cutting machine

Revised: August 2014