

WAREHOUSE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the overall operation of the materials warehouse at the Community College. This person is responsible for determining what items should be ordered, when and from where, dispensing items from inventory to the physical plant staff, and receiving and inventorying deliveries from vendors. This position coordinates all shipping, receiving and distribution of campus deliveries. In addition, the incumbent maintains the fixed assets computerized inventory system and is responsible for reconciling all records to the accounts payable system and the general ledger account fund. This position is also expected to operate a fork lift and drive delivery trucks as needed. Work is performed under general supervision with considerable leeway allowed in determining work methods and procedures. Direct supervision is exercised over subordinate and assigned personnel.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Manages the maintenance and distribution of maintenance and housekeeping parts, tools, supplies and safety equipment and determines the required quantities of materials to be kept in stock, based on work order materials histories;
2. Alerts physical plant supervisors of need to order stock and assists them in process by researching where to find materials, obtaining price comparisons and ordering parts through blanket purchase orders;
3. Assigns identifying computerized part number to new stock items;
4. Issues tools and repair parts to employees upon submission of a work order;
5. Conducts annual inventory of warehouse stock and reconciles against purchase orders and inventory history;
6. Oversees the acceptance of deliveries from vendor, checking the condition and matching to purchase requisition to verify price and quantity; arranges for campus wide delivery of items received;
7. Researches receiving problems by contacting vendors and shippers to track items and resolve price discrepancies or problems with order;
8. Maintains multi-million dollar computerized fixed assets inventory system; tags, enters and tracks all capital equipment purchases;
9. Reconciles fixed assets inventory to the accounts payable system and the Plant Fund; resolves discrepancies by researching purchase orders and accounts payable and discussing with College Business Office staff and vendors as necessary;
10. Conducts annual inventory of items to computerized records and rectifies all differences;
11. Oversees the disposal of surplus items, including estimate of value of item; determining potential usefulness of item, if any ; coordinating donation of goods; and preparing written justification for disposal of item to Board of Trustees;
12. Coordinates all material and asset moves on campus, ensuring that all changes of location, owner and status changes (upgrade, repair, broken, surplus) are entered into the computerized inventory system;
13. Operates fork lift; loads and unloads trucks and transports heavy loads; trains others in the safe operation of these activities;
14. May perform courier and/or delivery driver duties;
15. May participate in snow removal activities.

WAREHOUSE SUPERVISOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of computerized inventory systems in order to establish and maintain tracking system, prepare reports on usage and process computerized work orders;

Knowledge of plumbing, electrical, mechanical hardware and various custodial supplies in order to identify parts and be aware of how they are utilized;

Knowledge of inventory system practices and controls in order to establish and maintain an efficient and economical physical setup; develop appropriate security and safety controls and maintain all necessary records;

Knowledge of computerized purchase order and account payable system in order to reconcile with warehouse and fixed assets inventory system;

Knowledge of various shipping and postal regulations in order to obtain economical and efficient delivery and to adhere to regulations regarding the shipment of chemical and medical supplies;

Knowledge of applicable safety laws, regulations and practices for a warehouse and delivery operation;

Ability to read and understand a variety of computer and software manuals, parts catalogs, shipping and postal regulations and purchase orders and ability to prepare correspondence or procedures related to above;

Ability to learn and operate a variety of software programs and to generate reports from these systems as needed;

Ability to communicate effectively with a variety of campus staff, vendors and delivery people in order to clarify or resolve problems;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and three years of full-time work experience which primarily involved the maintenance of inventory in a mechanical, electrical or plumbing warehouse utilizing a computerized records system.

SPECIAL REQUIREMENT:

Eligibility for a New York State Motor Vehicle Operator's license at time of application, and possession of said license at time of appointment.

PC0313

ADOPTED: 05/27/98