

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Warehouse Supervisor	CLASS. CODE: 0048
DEPARTMENT:	General Services	FLSA: E
REPORTS TO:	Fleet/Warehouse Superintendent	DATE: 7/1/2002

Job Summary:

Responsible for warehousing operations, including ordering, maintaining, and providing an inventory of the materials required by other City departments. Provides administrative and supervisory work managing and organizing the warehouse staff.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Supervises full time and seasonal employees to meet the needs of the division, section and OSHA guidelines, and to meet the goals of General Services and the City of Salem. Directs employees verbally and in writing.
2. Prepares formal evaluation of employee performance and conducts annual performance appraisals. Develops work plans for employees who need improvement and handles disciplinary actions.
3. Interviews candidates for positions and hires new employees as needed.
4. Trains and assigns staff in their job responsibilities.
5. Administers and approves section Purchase Orders and Requisitions with final approval made by Department Head.
6. Assists with the fiscal budget.
7. Reviews and updates descriptions, reorder levels and quantities in the inventory system to meet department needs. Determines and designates new descriptions to be added to the inventory system when requests are made by departments. Monitors on hand inventory ensuring proper materials are being received.
8. Reviews and prepares inventory to be put out for bid for new yearly contracts, and reviews existing contracts for renewal.
9. Reviews and approves all releases for payment of invoices with final approval made at Department Head level.
10. Administers the Warehouse filing systems and ensures files are in order and handled in the proper time frame as directed by the City of Salem.
11. Assists staff via the telephone with quantities and pricing errors.

Important Job Functions

1. Arranges cardboard, garbage, tires and metal recycling for the majority of the City Shops complexes.
2. Performs other duties as required by Fleet/Warehouse Superintendent.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.
- Fork Lift

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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or equivalent and up to one (1) year of additional education/training in a related field; and,

Five (5) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Fork Lift License
- Class "C" Driver's License

KNOWLEDGE AND ABILITIES:

Knowledge of:

- General accounting procedures.
- City of Salem's regulations, requirements and policies and procedures.
- Inventory record keeping.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Communicate effectively verbally and in writing.
- Work independently and make decisions with minimal supervision.
- Supervise and manage staff.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Use various software packages.
- Operate equipment.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Perform general accounting computations and procedures.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand occasionally for extended periods.
- Work in environment with dust and fumes.
- Lift up to 50 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.