

## **WAREHOUSE SUPERVISOR - 585**

### **DEFINITION OF WORK**

Under regular supervision, performs difficult clerical and responsible administrative work in overseeing the operation of a City storeroom; does related work as required.

### **EXAMPLES OF WORK**

Plans, organizes, supervises and participates in the work of receiving, storing and distributing a large and varied stock of equipment, supplies or parts the character of which varies with the department of assignment; plans, supervises and evaluates the maintenance of inventory on control records, including a perpetual inventory and periodic physical inventories; based on a continuing study of needs, determines optimum inventory levels, establishing reorder points; inspects incoming parts and supplies for quality and quantity; provides for the same custody of stock; interviews salespersons and vendors; works with Purchasing Department, secures prices and availability information; may be responsible for arranging for the repair of vehicles damaged in accidents involving City vehicles, obtaining estimates and seeing bills are paid; trains and instructs warehouse personnel; evaluates the performance of warehouse personnel.

### **EMPLOYMENT STANDARDS**

Education and Experience: Any combination of education and experience equivalent to an associate degree in business related field and considerable experience as a warehouse clerk.

Knowledge, Skills and Abilities: Thorough knowledge of modern storeroom and inventory practices; thorough knowledge of all types of materials and parts required for the municipal operation to which assigned; thorough knowledge of the applicable standard grades and qualities of equipment, materials, parts and supplies; ability to plan and supervise the work of others; ability to establish and maintain good working relationships with others; ability to prepare reports and maintain accurate records.

