

WAREHOUSE SUPERVISOR

Definition

Under direction, to be responsible for the operation of a major county warehouse facility; to maintain inventories of all specified property and equipment; to plan and direct the receipt, storage and issuance of materials and equipment; and to do related work as required.

Typical Tasks

- Supervises the receiving, storing, issuing and delivering of materials, equipment and supplies; develops, implements and maintains warehouse inventory control systems; May utilize electronic data processing procedures;
- Is responsible for security of property from damage or theft;
- Establishes distribution standards and procedures;
- Develops and implements storage space utilization plans;
- Conducts periodic inventories of the surplus materials and equipment and disposes of surplus property;
- Assists with the purchase of property, materials, supplies and foodstuffs, for stock and non-stock;
- Insures adequate stock levels are maintained;
- May consult with other county departments concerning variety, quality and inventory levels of required stock items;
- Maintains appropriate cost controls; prepares warehouse budget;
- Prepares correspondence, reports and surveys; may supervise one or more warehouse employees;
- May process applications for registration and licensing of county vehicles;
- May maintain vehicle registration records and license plate controls;
- May prepare specialized equipment orders and may supervise the testing, repair and storage of specialized equipment and apparatus;
- May assist in maintaining emergency crew logistic support;
- May work with Emergency Services Director in the acquisition and storage of State surplus materials and equipment.

Employment Standards

High School Diploma, G.E.D. or equivalent and three years of experience in work involving inventory control, maintenance of equipment and storekeeping.

Knowledge of: warehousing and stock control methods and procedures; knowledge of computerized and/or mechanized inventory control systems; knowledge of freight regulations, bills of lading, legal limitation of various types of public carriers, and other related transportation technicalities; ability to estimate for future needs; ability to maintain and supervise the maintenance of accurate records; ability to make decisions in emergency situations; ability to plan and direct the work of others.

Revised
May 1988
#2600
JS2600