

CITY OF SAN JOSE  
WAREHOUSE SUPERVISOR (1517)

CLASS PURPOSE

Under general supervision performs work of moderate difficulty in the supervision of the operations of a major warehouse including the receipt, warehousing, ordering, issuing, distribution and computerized inventory control of a wide variety of commodities. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Plans and supervises the operations of a major warehousing facility providing a wide variety of commodities utilized City-wide, or a major warehouse with a large number of highly specialized parts and equipment unique to a department.

Establishes minimum and maximum stock levels through knowledge of usage patterns, stock availability, lead times, specialized usage requirements, shelf life and other pertinent factors.

Develops methods of efficient space utilization.

Plans and supervises the receipt, storage, issuance and disposal of items requiring specialized handling.

Supervises an inter-departmental mail and drayage service.

Plans and supervises the rotation of stock.

Ensures majority of stock is turned over in accordance with accepted standards.

Coordinates with buyers, vendors, user departments and divisions to minimize inventory, eliminates obsolete parts, achieves standardization of parts.

Maintains records of costs, vendors, usage patterns, replacement component systems, lead times and blueprints.

Ensures handling of hazardous materials such as paints, solvents, chemicals and fertilizers complies with State and Federal regulations.

DISTINGUISHING CHARACTERISTICS

This class is the highest level in the Warehousing series. Positions in this classification are responsible for the operation of a major high-volume warehouse.

This class differs from the next lower class of Sr. Warehouse Worker in the size of the warehouse, the volume of issues, receipts and amount of inventory, the variety and complexity of the commodities, and the number of user departments or divisions served.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of warehousing operations including receipt, storage, issuance and distribution of a wide variety of commodities.

Knowledge of computerized inventory control.

Knowledge of supervisory methods, principles and practices.

Minimum Knowledges, Skills and Abilities (Cont'd)

Knowledge of commercial shipping methods, terminology and equipment.

Knowledge of UPS, Federal Express, and US postal rules and regulations.

Ability to analyze pertinent factors related to stock minimum and maximum levels.

Ability to read and understand drawings and specifications.

Ability to determine material requirements for specific or specialized uses.

Ability to develop and maintain effective working relationships.

Ability to supervise storekeeping staff in the performance of commodity, receipt, warehousing, issuing distribution and record keeping functions for a large warehouse facility.

Competency Knowledges, Skills and Abilities

Knowledge of supply sources, lead times, shelf life and other pertinent factors related to warehousing stock.

Knowledge of Federal, State and local requirements for receipt, storage, issuance and disposal of solvents, paints, thinness and similar items requiring special handling.

Knowledge of City warehouse inventory control system and procedures.

Ability to coordinate and schedule the work activity for assigned personnel.

Training And Experience

Any combination of training and experience equivalent to completion of high school and five (5) years of warehousing experience in a moderate size warehouse, two years of which should be supervising others in the receipt, warehousing inventory control of a wide variety of commodities or three (3) years leading others at level equivalent to Warehouse Worker II .

License/Certificates

As a condition of employment in some designated positions, possession of a valid State of California Class A or B driver's license with applicable endorsements may be required in the performance of job duties.

10/17/91

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License/Certificates

Possession of a valid driver's license authorizing operation of a motor vehicle in the State of California.

Possession of a valid California Class B driver's license may be required within six months of appointment.