

UTILITIES WAREHOUSE SUPERVISOR

Job Code	Pay Grade
17034	CL12

Nature of Work

This is supervisory work directing activities interacting with field and staff coordinating purchasing and inventory control of Utilities North and South area warehouses. Employees in this class are responsible for the acquisition, storage, and inventory control for all of the parts, supplies, and equipment utilized by the Utilities Department. Work requires exercising independent judgment in the operation of a warehouse and includes technical knowledge and skill in the operation of automated work management and inventory systems. The incumbent performs independently and seeks management guidance on difficult, unusual or complex problems. The position reports to a manager, supervisor or designee.

Minimum Qualification Requirements

- 4 years of skilled maintenance, storekeeping, purchasing, or related experience that includes team leader, supervisor or supervisor training; or
- Associate's degree or 2 year vocational or technical certification or licensed in a related utilities or construction skilled trades field and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Schedules, directs and supervises operations and staff engaged in purchasing and inventory control functions in the Utilities North and South area warehouses.
- Schedules and performs warehouse inventory and determines the quantity and quality of goods received against prescribed specifications.
- Coordinates and inspects all repairs and equipment servicing for the department to ensure proper operation before approving payment to vendors.
- Trains subordinates in the more advanced uses of Maximo Work Management System and Oracle.
- Assists in interviewing and hiring new personnel, trains staff in new procedures, resolves personnel problems, and completes employee performance ratings.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of warehousing methods, safety precautions and procedures used in the receipt, storage and distribution of merchandise.
- Knowledge of regulations and procedures affecting purchasing, requisitioning, storekeeping, inventory and stock or property control records.
- Knowledge of automated work management and inventory control systems.
- Ability to apply computer applications and software.
- Ability to determine the quantity and quality of goods received against prescribed specifications.
- Ability to plan, assign, supervise, and evaluate the work of subordinates and maintain effective working relationships.

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Revised	EEOC Code	Overtime Code
12/10	Professionals	Classified