



## **Warehouse Supervisor**

**Category:** Classified  
**Pay Grade:** C19  
**Job Code:** 16350

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

This is work managing the operations of a warehouse, managing inventory control, or performing independent or supervisory stores work of comparable responsibility. Employees in this class supervise subordinates engaged in receiving, storing and issuing stock, inventory control, maintaining records and Safety Data Sheets (SDS) from vendors, performing technical property control work, or interacting with field and staff coordinating purchasing and inventory control of County warehouses.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Schedules, directs, and supervises operations and staff engaged in purchasing and inventory control functions in County Warehouses;
- Schedules and performs warehouse inventories and determines the quantity and quality of goods received against prescribed specifications;
- Obtains quotes and purchases parts;
- Coordinates and inspects all repairs and equipment servicing for the department to ensure proper operation before approving payment to vendors;
- Delivers emergency parts to field locations;
- Reconciles P-Card purchases;
- 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;
- Conducts annual inventory;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

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

#### **Special Qualifications (May be required depending on area of assignment):**

- 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 knowledge, skills, abilities, and credentials required for a specific position.

**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;
- Ability to use or repair small, medium, and heavy equipment and machinery.

**PHYSICAL/MENTAL DEMANDS**

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.