

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Warehouse Supervisor	Job Code: 1123
Date: January 8, 2018	EEOC Code: PR
FLSA Designation: Non-exempt	Civil Service Status: Covered (UC)

DEFINITION: This is highly-skilled supervisory and administrative support of the centralized warehouse operations of a large department.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to a designated manager and perform all tasks under very general direction. This work is distinguished from the work of other warehouse classifications by its emphasis on managing centralized warehouse operations for a large department and potential for supervising warehouse employees.

ESSENTIAL DUTIES: Supervise and direct the purchase of goods, materials, and services for the department; make major purchases which require research and specification writing; conduct entire formalized bid process; investigate new products and systems; review all bids and recommended awards; attend product showings and arrange for demonstrations; conduct cost-of-work analysis to evaluate potential savings through change of systems and equipment; devise and recommend purchasing, receiving, and warehousing procedures in accordance with statutory requirements and sound business practices; prepare and maintain department purchasing records; provide for quality control of goods, materials, and services procured; provide cost estimating and pricing services; perform accurate inventory control/level tracking and auditing that includes regular and year-end cycles for all warehouse items; as needed, deliver parts; may assist in preparation of division budget; handle financial reporting including issuances, month-end reporting, regular cycle counting, p-card purchases, and all other purchases; as required, attend meetings and seminars to stay current on City, departmental, and industry standards for materials, goods, and services.

Supervise, plan, and coordinate the work of assigned personnel including scheduling of workload and coordinating workflow; oversee training of staff; ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel concerns; may review, prepare, or approve division payroll/timesheet information; conduct performance evaluations and enact rewards and discipline if needed; make staffing decisions including the hiring and firing of personnel; maintain and review all reports, work records, work specifications, and appropriate documentation; assist and train other staff members as needed; perform related duties as required.

MINIMUM REQUIREMENTS: Three (3) years of experience in warehouse operations, two (2) years of which must have been in a supervisory capacity **OR** a bachelor's degree in public or business administration and one (1) year of experience in warehouse operations **OR** an equivalent combination of job-related education and experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

License(s)/Certification(s): A valid, lawful Driver's License is required. Forklift certification required within three (3) months of hire. May be required to obtain a valid Commercial Driver's License within six (6) months of hire.

SELECTION FACTORS: *Thorough knowledge of:* contract/procurement language, terms, and conditions; purchasing methods; office practices, and procedures; purchasing laws, rules, and regulations; letter writing and mathematical calculations; operations, functions, and terminology common to the assigned department's industry; inventory management systems; City Personnel Policies and procedures. *Skill in:* computer and warehouse equipment use; dealing with stressful situations firmly and tactfully; warehouse management; contract administration and negotiation; preparing clear, concise, and informative reports; practicing trust-building behaviors. *Ability to:* write bid and other specifications of a technical nature; establish and maintain effective working relationships with vendors, manufacturing representatives, the public, and other City employees; coordinate, plan, and schedule materials for projects; prepare, analyze, and interpret data; communicate effectively both orally and in writing; assume responsibility for supervision, training, direction of work flow, and performance evaluation for subordinate personnel.

TOOLS AND EQUIPMENT USED: Various hand tools, generators, drills, scales, hoists, jack trucks, forklifts, barcode label machines and scanners, radio frequency handheld communication equipment, computers, calculators, protective safety equipment and clothing, other standard office equipment.

PHYSICAL DEMANDS: Requires standing for long periods of time, lifting up to 50 lbs., bending, stooping, twisting, reaching, and sitting at a computer or desk for long time periods.

ENVIRONMENTAL FACTORS: Work is inside and outside. Requires exposure to dust, dirt and bad weather conditions. *Note: Employees of this class may be subject to after-hours work.*



Department Director

1/3/18

Date



Mayor/Chief Administrative Officer

1-8-18

Date

NOTE: *The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.*