

Specification for Class of

WAREHOUSE SUPERVISOR 1

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Plans, conducts, and supervises or leads, and participates in the work of procuring, receiving, storing, inventory control, or shipping operations in a commissary or warehouse, or electronic/communications stockroom, or a combination of these activities; or manages the retail store and/or food counter at a large institution.

Distinguishing Characteristics: These positions usually supervise or lead three or more employees and must report to administrative professionals or higher level Warehouse Supervisors. In institutional facilities, these positions may function as the principal assistant to a Warehouse Supervisor 2.

Typical Work

Assigns personnel and equipment used in a commissary or warehouse operations; trains subordinates in warehousing activities;

Determines sequence and most convenient location to unload railroad cars; prepares daily switching list used to guide train crews in spotting rail cars at different warehouse locations; schedules unloading of cars according to warehouse needs and to avoid demurrage charges;

Checks and/or approves purchase orders, field orders, and repair orders for equipment; checks vouchers against invoices and orders for goods received and certifies as to receipt;

Prepares daily report for warehouse management of all receipts by rail, ship, or express; writes up receiving reports of boxcar and truck shipments arriving at warehouse; prepares damage and shortage reports;

Prepares receiving report forms from bills of lading for checkers, listing number of cases of each type of goods to be received in each car from each supplier;

Prepares list of orders to be filled; directs filling of orders with suppliers; fills central shop orders over the counter and division orders by shipment;

Assists in taking periodic warehouse stock inventory;

Assumes duties of Warehouse Supervisor 2 during latter's absence;

Requisitions electronic/communication components or equipment by listing parts numbers, description, quantity and estimated cost;

Checks and oversees or supervises the checking of all incoming shipments; makes proper entries on inventory cards; and stores good received; is in charge of receiving, checking, storing, and shipping dry goods, foodstuffs, drugs, and janitorial, office, farm, garden, hardware, industrial, and mechanical supplies and equipment; or communication parts and components;

As authorized, secures oral, telephone or written bids on items not covered by previous contract and for special items such as wire rope and special steel, and awards a contract; locates suppliers and secures bids for special machinery, steel or brass molding of forms or the fabrication of special equipment or parts; electronic components and equipment;

Meets with sales people and representatives of electronic/communication equipment vendors and purchases or recommends the purchase of their goods;

Is responsible for the orderliness and appearance of the warehouse;

Manages commissary or retail store and good counter operation, including general store, curio shop, newsstand, radio and watch repair shops, and lunch counter; develops efficient merchandising and stores methods, procedures, and controls;

Recommends quality and kinds of materials to be purchased, prepares specifications and requisitions; confers with operating officials on their needs;

Performs other work as required.

#### Knowledge and Abilities

Knowledge of: warehouse procedures for procuring, receiving, storing, and shipping variety of store items; demurrage charges, business and record keeping practices; techniques of supervision; inventory procedures and techniques; electronic parts catalogues

and numbering systems; State requisitioning and purchasing requirements; safety techniques in warehousing operations.

Ability to: plan and schedule work; supervise, train and evaluate subordinates; prepare written reports, follow oral and written instructions; prepare and maintain routine supply records; make simple arithmetical computations; operate typewriter, mechanical calculators, and duplicating machines.

Minimum Qualifications

Three years of experience in a warehouse or commissary/food services operation.

NOTE:

1. A valid driver's license may be required.
2. Eligibles may be certified with experience in special stores operation, i.e., electrical/electronic equipment.
3. Satisfactory physical condition as indicated by an agency approved physical examination may be required.

Revised July 26, 1973

Revises minimum qualifications

Revised September 7, 1973

General revision and title change (formerly Warehouse Foreman I)

Revised April 14, 1978

Revises definition and minimum qualifications, adds distinguishing characteristics and general revision

Revised March 13, 1981

Revises minimum qualifications

Revised July 13, 1990

Revises minimum qualifications