

KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
WAREHOUSE SUPERVISOR

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Purchasing & Materials Mgmt	B/2/3	Nonexempt

CLASS SUMMARY:

The Warehouse Supervisor is the second level in a two level series. Incumbents are responsible for supervising warehouse staff in the execution of materials processing functions.

Duties include planning and overseeing annual inventory; planning, modifying and implementing work flow; creating and modifying customer use forms and documentation; providing materials management technical assistance to vendors, administrators, end users, and staff; and supervising overall warehouse operations.

Incumbents perform a full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation. Incumbents may be working supervisors and as such, may be responsible for performing the same duties as those they supervise.

The Warehouse Supervisor is distinguished from other materials processing classes in the focus on supervising warehouse and materials processing functions and staff.



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<u>ESSENTIAL DUTIES:</u>	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Supervises warehouse and materials management operations including assigning work, resolving conflicts, hiring, performance evaluation and training.	Daily 45%	B/2
Interacts with and provides materials management technical assistance to vendors, administrators, end users, and assigned staff.	Daily 15%	B/2
Supports and supervises warehouse staff in warehouse operations including preparing supply requisitions, purchase requests, and maintenance work requests; and creating and editing forms for use in requesting warehouse services and supplies.	Daily 15%	B/2
Maintain records and documentation as necessary to support material management operations.	Weekly 5%	A/1
Plans and supervises annual inventory including scheduling staff, providing procedures orientation, and selecting random items for review.	Annually 5%	B/2
Performs other duties of a similar nature and level as assigned.	As Required	

Training And Experience:

High School Diploma or GED and three years experience performing warehousing functions including one year in a lead capacity is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements:

- AZ Driver's License;
- Forklift certification.

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Warehousing practices and techniques;
- Safety procedures.



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Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Operating warehouse vehicles and equipment;
- Managing warehouse functions and staff;
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

ADA and Other Requirements:

Positions in this class typically require: climbing, balancing, crawling, stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts, poor ventilation, extreme temperatures, workspace restrictions, and travel.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Class History Information:

Prepared by Fox Lawson & Associates 1.29.09