

KYRENE SCHOOL DISTRICT, ARIZONA CLASS SPECIFICATION

CLASS TITLE: Warehouse Supervisor

BAND	GRADE	SUBGRADE
B	2	2
DEPARTMENT: Warehouse	ACCOUNTABLE TO: Purchasing Manager	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbent is responsible for the supervision of assigned warehouse staff and district warehousing function. Duties include: conducting and signing performance evaluations; planning and supervising annual inventory; planning, modifying, and implementing routine work assignments; creating and modifying forms for customers to use when requesting supplies and services; supporting warehouse staff in all areas of warehouse responsibilities; and, answering questions from vendors, administrators, end users, and assigned staff.		
DISTINGUISHING CHARACTERISTICS: The Warehouse Supervisor is the second level of a two level Warehouse series. The Warehouse Supervisor is distinguished from the Warehouse Materials Processor which does not have supervisory responsibilities.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Supervises staff to include assigning and monitoring work, ensuring training, resolving conflicts, interviewing applicants, and conducting performance evaluations.	Daily	B2
2.	Answers questions from vendors, administrators, end users, and assigned staff.	Daily	B2
3.	Supports warehouse staff in all areas of warehouse responsibilities to include preparing supply requisitions, requesting purchases, and writing District maintenance work requests.	Daily	A1
4.	Creates and modifies forms for customers to use when requesting supplies and services from the warehouse to include editing forms for ease of use.	Quarterly	A1

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5.	Plans and supervises annual inventory to include scheduling personnel, orientating on the procedure involved, and selecting random items to check.	Annually	B2
6.	Performs other duties of a similar nature or level.	As Required	N/B

Knowledge (position requirements at entry):

Knowledge of:

- Inventory procedures;
- Supervisory practices and techniques;
- District policies and procedures.

Skills (position requirements at entry):

Skill in:

- Using computers and related software;
- Planning schedules;
- Creating procedures;
- Handling products and equipment;
- Managing employees;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and three years experience performing warehousing functions including one year working in a lead capacity; or, any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (position requirements at entry):

- Arizona State Driver's License;
- Certificate for forklift operation.

Physical Requirements:

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

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.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98