**CITY OF BELLINGHAM**

**JOB DESCRIPTION**

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| **JOB TITLE:** | **Warehouse Supervisor** | **UNION: 231** |
| | | **SG:S-8** |
| **CLASS TITLE:** | **Division Supervisor** | **CS:N** |
| | | **FLSA:N** |
| **DEPARTMENT:** | **Public Works Operations** | **EEO4CODE:PR** |
| | **Purchasing and Materials Management Section** | |

## JOB SUMMARY:

Participates in operations planning and supervises staff of the City's Public Works warehouse. Directs receiving, storage, shipping and delivery, counter service, customer relations, material inspection and quality control, materials safety compliance, and inventory control and records management.

## SUPERVISORY RELATIONSHIP:

Reports to Purchasing Superintendent. Supervises warehouse staff.

## ESSENTIAL FUNCTIONS OF THE JOB:

1. Recommends goals and objectives to provide efficient warehouse service.

2. Supervises daily work of warehouse staff. Participates in selection, assigns work, evaluates performance and recommends disciplinary action. Provides orientation and training to assigned staff.

3. Exercises leadership with staff towards achieving excellence in customer service. Resolves problems and complaints with customers and vendors. Assists customers in evaluating new materials, products and services; evaluates proposals from vendors.

4. Assists Buyers with bid specifications for parts, services and supplies. Reviews bids and recommends bid awards to Buyer. Monitors inventory for compliance with City, state, and federal bid laws.

5. Researches, recommends, implements, updates and maintains automated inventory system for the warehouse to meet state auditor and City accountant guidelines. Provides for and supervises physical inventory audits. Identifies obsolete parts for surplus disposal. Responsible for accuracy and security of physical inventory. Approves inventory adjustments and provides for audit trails.

6. Works with all departments to establish stock levels and minimum/maximum order points for stocked items. Provides planning and coordination of materials storage and storage improvements.

7. Develops, coordinates and implements distribution services for parts and supplies and provides adequate control. Coordinates reports and transfer of files with accounting.

8. Performs warehouse duties and services on a relief or backup basis.

## ADDITIONAL WORK PERFORMED:

1. Assists Superintendent of Purchasing in development of annual budget.

2. Performs other related duties as assigned within the scope of the classification.

## PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Ability to maintain a current knowledge of the fields of automotive parts and utilities warehousing operations, purchasing and supply and inventory control, including the legal, technical and organizational aspects.
- Management skills including supervision, problem solving and decision making, planning and organizing, interpersonal sensitivity, management control, adaptability/flexibility, and stress and time management.
- Strong oral and written communication skills for working with a diversity of personnel, public officials and citizens.
- Ability to maintain working knowledge of department/division operations and procedures, and federal, state and local regulations.
- Ability to learn and utilize with proficiency a variety of software applications for standard office use, as well as for specialized warehouse/partsroom purposes.
- Knowledge and ability in fiscal records management including cost analysis, budget administration and development, purchasing and inventory control.
- Ability to establish effective working relationships with customers and vendors.
- Knowledge of material resources and vendors, sources of supplies and user material needs and applications.
- Physical mobility to perform the essential functions of the job.

## WORKING ENVIRONMENT:

Work is performed primarily in a warehouse and warehouse office setting, with frequent exposure to all kinds of weather. Prolonged sitting may be required at a computer workstation.

Lifts, carries or otherwise moves a variety of materials, parts and equipment weighing up to approximately 50 pounds when filling orders and stocking shelves. Equipment and materials in excess of this weight are moved or lifted with assistance. Works on ladders, operates a fork lift, pallet trucks and hand trucks in the performance of duties. May drive City vehicles to pick up items from venders and to deliver parts and equipment to work sites. The Warehouse Supervisor is on call and occasionally works weekends, evenings and during emergencies.

## EXPERIENCE AND TRAINING REQUIREMENTS:

- Minimum of one (1) year supervisory experience required.
- Minimum four (4) years experience in computerized partsroom or warehouse involving inventory control required.
- Experience in computer technology and automated inventory control systems required.
- BA in Business Administration or Business Management preferred.

**NECESSARY SPECIAL REQUIREMENT:**

- Valid Washington State driver's license and good driving record required. A three-year driving record abstract must be provided prior to hire.

**PREPARED BY:** J. Cady
L. McGowan-Smith
8/02

**REVIEWED BY:** _____
Dick McKinley
Director, Public Works

**REVIEWED BY:** _____
Tom Rosenberg, Asst. Director
Public Works, Operations