

Supervisor, Warehouse

FLSA Status: Non-Exempt

Pay Grade: 18

Job Title ID: 16355

Job Series/Job Family: Business Services Series / Purchasing/Inventory Family

Reports To

Director, Purchasing

Job Purpose

To oversee warehouse operations including receipt, storage, issue, delivery and maintenance of supplies, materials, equipment and surplus/salvage property; supervise mail processing and delivery, coordinate courier services; coordinate asset system and disposal of property through auctions.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Oversees and monitors the day to day warehouse operations for the College including loading/unloading deliveries, receiving, inspection, return of goods, inventory, storage, and processing documentation.
2. Coordinates the fixed asset management system; disposes of property through auctions; utilizes the online Asset Management System.
3. Manages the US mail and intercampus mail distribution and delivery; coordinates the return and refusal of material due to freight damage or shipping errors; coordinates the delivery of freight, supplies, and materials to campuses and other designated sites per established schedules and assignments; schedules and delegates courier services.
4. Supervises the pick up and storage of surplus, salvage and temporary stored property of the College.
5. Manages the On-Line Public Surplus Account; serves as system administrator and updates/ensures current web page information.
6. Oversees the fleet management of all College vehicles; maintains vehicle registration database; coordinates disposal of vehicles.
7. Coordinates special projects including the installation of new furniture and/or removal of old furniture.
8. Provides assistance with setting up databases or software to track processes and produce reports.
9. Oversees and coordinates the Gasoline Credit Card Account including setting up new users, deleting former users, setting account limits, and producing reports.
10. Manages the General Stores to ensure being stocked at all times; oversees inventory of the warehouse.
11. Hires, supervises, trains and evaluates inventory staff and clerks.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Warehouse operations.
- Postal data systems.
- United States Postal Office procedures and regulations.
- Fixed asset management.
- OSHA rules and regulations.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Operating hand trucks, forklifts, and vehicles.
- Managing warehouse operations.
- Managing mail distribution and delivery.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- May be exposed to outside weather conditions.
- Must be able to detect signs of dangerous obstacles at a distance of 30 yards.
- Must be able to hear horn and/or warning devices at a distance of 30 yards.
- Routine carrying and lifting of objects up to 50 pounds.
- Work involves continuously performing essential job functions throughout an 8-hour shift, with the exception of designated break periods.
- Work involves walking, standing, kneeling, stooping, climbing stairs, and ladders.
- Working within extreme temperature ranges.

Work Experience

Required

- Three years warehouse operations work experience, including one year supervisory work experience.

Preferred

- Five or more years work experience in warehouse management. Experience and knowledge regarding bar code scanning and localized distribution methods.

Education

Required

- High School diploma or equivalent.

Preferred

- Associate's degree.

Licenses/Certifications

Required

- Valid Texas Drivers License.Forklift Certification.

Other

Preferred

- Certification or training in workplace safety, inventory management and/or warehouse management.

Safety
Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.