

Warehouse/Parts Supervisor



General Summary of Classification:

Supervises the staff and all activities of a department-specific warehouse. Responsible for the assigned personnel, activities, and operations of a large warehouse including purchasing, receiving, inventory control management, and distribution of materials and equipment. Audits and generates reports of inventories and related costs and values. Forecasts inventory, equipment, and supply needs and associated logistical ordering and processing timelines. Receives limited supervision.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Forecasts inventory needs, material costs, internal inventory control measures and cost control procedures utilizing data and internal department statistical analysis for different makes and models of machinery, tools, clothing, gear, equipment, and other department specific supplies.
- Estimates stock and inventory needs based on usage history, maintenance and usage scheduled, or other factors.
- Coordinates and manages inventory audits to reconcile discrepancies.
- Maintains cost-effective inventory levels and generates reports regarding inventory activities and associated cost increases.
- Maintains and consults cross-reference catalogs of interchangeable parts to minimize costs and procurement down-time.
- Prepares spending, cost projections, trend analyses, inventory levels, and or other Department directed reports.
- Promotes a culture of safety and security; works to minimize risks to workers, the building, and inventory.
- Trains and supervises staff in the correct procedures for procuring, handling, storing, and distributing warehouse supplies.
- Assists in identifying and developing supply sources in cooperation with County's procurement division staff.
- Assists in writing, obtaining, reviewing, and evaluating vendor bids for parts, supplies, or specialized repairs and makes recommendations based on objective evaluation.
- Inspects parts and materials purchased for quality control and conformity to specifications.
- Reviews, accepts, and routes payment of inventory-related purchase orders and invoices for approval and accounting.
- Researches, locates, assesses, and compares required supplies as needed within or outside of metropolitan area.
- Ensures all purchasing activities, including obtaining bids, and any surplus inventory disposal is conducted in strict accordance with current County procurement and surplus policies and procedures.
- May actively develop or recommend best practice policies and processes for approval and implementation.
- May serve as inventory system administrator or coordinate system support with designated IT specialists.
- May develop portions of, or actively assists with Department budget preparation including all related reporting.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities (KSA) Typically Required:

- **Occupation-specific/Technical:** Extensive knowledge of procurement and inventory management processes and automated systems with the ability to keep accurate systematic inventory records; basic understanding of modern principles and practices of accounting and auditing; excellent math skills with the ability to make accurate mathematical computations; extensive knowledge of the scope and activities of the designated department's operations.
- **Interpersonal, Communication and Customer Service:** Communicates effectively both orally and in writing; excellent interpersonal skills with the ability to establish & maintain relationships with a diverse audience of employees and vendors.
- **Decision-making and Authority:** Work requires minimal supervision with the incumbent normally working on own initiative and using a considerable amount of judgment and independent action in establishing and adopting work procedures; ability to research, collect, analyze, and present data and to prepare concise and effective reports; good independent judgment.
- **Leadership:** Basic understanding of managerial theory and practices with proven supervisory skills; ability to plan and manage projects, assigned personnel, and resolve questions, concerns, and other warehouse operational or logistical issues.
- **Environment:** Works primarily in an indoor setting, often requires the proper use of warehouse-related safety equipment.
- **Physical:** Typically works physical condition that permits lifting and exposure to potentially hazardous chemicals and supplies; visual and hearing acuity sufficient to engage in effective collaborations, inspections of warehouse inventory, monitor warehouse operations, and ensure the safety of self and others.

Minimum Education and Experience:

Education: High School Diploma/GED.

Experience: Five (5) years of inventory experience, including one (1) year in a supervisory capacity.

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills, and abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid Virginia Driver's License; may require a valid Commercial Driver's License (CDL).
- Successful completion of NIMS ICS 700 with additional relevant NIMS ICS training courses required.
- Criminal history record check & fingerprinting of all employees in authorized and hourly safety sensitive positions.