



## WAREHOUSE AND INVENTORY SUPERVISOR

**Department:** Planning and Public Works  
**Job Class #:** 956200  
**Pay Range:** Maintenance\Trades 42

**FLSA:** Non Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This position is responsible for overseeing the day-to-day operations of an on-site warehouse, supervising the acquisition, inventorying, issuance and storage of parts and materials that are essential for the maintenance and operation functions of a large Division or Department. Additionally, incumbents oversee the records keeping functions of the unit and contractor information.

### **ESSENTIAL FUNCTIONS:**

- Ensure smooth flow of warehouse/distribution operations, in compliance with County and department guidelines; maintain and record inventories periodically.
- Supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.
- Oversee and record inventory management transactions in the Computerized Maintenance Management System. Research, troubleshoot, resolve problems and update changes. Record inventory annually as a public record; review and reconcile property inventory records for the warehouses.
- Plan, develop processes, implement and execute a comprehensive inventory management program applying industry best practices. Continuously improve warehouse operations through the use of lean enterprise practices.
- Maintain a sustained level of inventory to meet the County requirements. Supervise and perform yearly inventory audits to comply with state regulations. Identify and eliminate inventory of items no longer used or infrequently used by non-critical assets.
- Design and produce inventory reports; prepare and maintain a documentation audit trail and conduct field audits and physical inventories to verify accuracy of agency listings.
- Measure and report the effectiveness of the warehouse activities.
- Develop, document and implement work site procedures.
- Provide a consistent process for supplying materials, parts and services to support County requirements.
- Provide guidelines and processes for acquiring contractual services to meet County requirements.
- Review requisitions submitted by departments for appropriateness, chart of accounts, authorized signature and ensure compliance with established county policies.
- Stock incoming materials by hand, hand truck or forklift and ensure purchases are accurately documented.
- Prepare parcels for return mailing of damaged parts and materials or warranty work; research any inventory discrepancy to ensure proper credit of goods.
- Maintain effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Confer with vendors in person or by telephone; maintain vendor lists, resolve issues with vendors involving orders, shipments and other supply/inventory issues.
- Participate in budget development and monitor expenditures.

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- Evaluate surplus items to determine whether they have sufficient value to warrant reuse or resale coordinate the surplus of disposal items; maintain detailed document files.
- Provide technical and advisory services to assist decision making process relative to purchases.
- Recommend use of alternative parts or materials to reduce costs.
- Ensure consistent interpretation of laws, rules, policies and procedures.
- Investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests; assure adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.
- Lift and carry up to 50 lbs.

#### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** The Wastewater Warehouse and Inventory Supervisor exercises considerable independent judgment and discretion in the performance of duties. An employee in this class works under the general direction and supervision of an administrative superior. This position is responsible for supervising subordinate staff.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential job functions. Work is performed primarily in a warehouse and office environment on a daily basis. Travel to various work locations may be required. Extended periods of concentration and sedentary work are required. Work is subject to normal office noise and is subject to frequent interruptions.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. A variety of standing, sitting and walking throughout the day; repeated twisting at the torso while lifting and pulling inventory from shelves; regular lifting of up to 50 pounds, climbing of ladders; usage of pallet jacks.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

##### **Knowledge of:**

- Federal, state and county applicable laws, policies and procedures.
- Principles and practices of effective supervision.
- Public sector practices and operations, including planning, scheduling, problem-solving and public accountability.
- Purchasing, warehousing and delivery operations.
- Applicable inventory system(s) and ability to use database and spreadsheet applications to produce required reports and findings.

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#### **KNOWLEDGE, SKILLS, AND ABILITIES (CONTINUED):**

- Public sector budgeting techniques and principles, basic accounting principles and record keeping
- Oral and written communications skills.
- Project and time management skills.
- Analytical and problem solving skills.

#### **Skill in:**

- Team building, coaching and counseling employees to achieve performance objectives and planning, directing and coordinating subordinates' activities.
- Taking immediate corrective action and/or recommending disciplinary procedures.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Budget development.
- The use of systems software, such as Microsoft Office software and computers at the proficient level.
- Operating equipment such as forklift, pallet jacks and various vehicles.

#### **Ability to:**

- Plan, assign and coordinate work.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Organize and prioritize projects, while meeting predetermined deadlines.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds, including the public, employees and vendors.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** Five (5) years of warehouse, inventory and purchasing experience to include one (1) year as a supervisor or lead worker or any equivalent combination of experience and education which includes one year as a supervisor or lead worker is required. An Associate's Degree in business, accounting, inventory management, supply management, or purchasing is highly desired. Must have working knowledge of computer applications supporting inventory control and documentation.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Must possess a valid Washington State Driver's License and ability to obtain Fork Lift Operator's Certificate within 6 months. Ability to successfully complete all required background investigations prior to employment is required. Satisfactory physical condition, as evidenced by a County-approved physical examination, may be required prior to appointment to the position.