

SUPPLIES SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: The Supplies Supervisor directs the work activities of the Senior Supplies Specialist and Supplies Specialist positions in the City's Materials and Supply Division. This is a working supervisor class and the employee supervises and participates in the daily manual and clerical tasks associated with receiving, storing, issuing, and accounting for materials, equipment and supplies, and participates in the perpetual inventory of select stock items. This class is also responsible for performing related duties as required.

Distinguishing Features: Work is sometimes strenuous and the incumbent must be able to move heavy materials and equipment. The Supplies Supervisor receives general supervision and direction from the Materials and Supply Administrator who reviews work through conferences, reports, and the evaluation of overall results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to considerable (3 - 5 years) experience in at least one or more of the following fields: warehousing, materials handling, or storekeeping. Good (1 – 3 years) supervisory experience. The required experience must include the physical or mechanical storage and issuance of materials and the maintenance of associated inventory records.

Special Requirements. Must possess a valid Arizona Driver's License by hire date. Must obtain a City of Mesa Forklift Operator's certificate within three months after hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from high school or GED preferred. Supplemental coursework in materials management or inventory control is desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with subordinate-level personnel, coworkers, and employees in other City departments to ensure that the City's materials and supplies needs are met. Reports discrepancies between the physical count and inventory balances to an Inventory Control Specialist. Trains and instructs employees in proper operating and safety procedures. Advises division management and discusses unusual situations or conditions which may affect division customer service objectives, employee morale, or relationships with user departments or vendors. Prepares monthly reports.

Manual/Physical: Completes issue tickets and receiving reports correctly and completely. Performs various physical inventories. Operates power-driven lifting and other equipment or machinery requiring

a standard Arizona Driver's License. Operates standard office equipment, including a personal computer. Maintains an inventory of stock items following an established inventory schedule. Operates barcode-reading devices. Maintains an inventory of stock items in a dedicated/random location system. Maintains productivity logs for warehouse activities. Ensures maintenance of physical plants, including yard areas, in a neat and orderly fashion. Inspects work to ensure proper safety practices, operating procedures, and storage methods are followed. Performs simple maintenance and repair tasks on tools and equipment. Refers to catalogs listing or showing various items in order to clarify specific items requested by user departments. Picks up, sorts, packages, and otherwise prepares materials for distribution or shipping. Moves heavy objects of 90 pounds or more, with an aid to assist, for short distances of 20 feet or less. Cleans work area and equipment. Works in small, cramped areas and at heights greater than 12 feet. Supervises and evaluates the work of subordinate-level staff involved in receiving, storing, issuing, maintaining, and accounting for an equipment and supplies inventory. Schedules personnel to ensure that City service requirements from the division are met. Resolves procedural and other work-related problems or questions posed by staff. Analyzes data to make recommendations to management regarding the operating budget, security and well-being of stored items, and expansion requirements. Assists in developing forms and procedures and monitoring stock levels and backorders. Determines storage availability. Comprehends and makes inferences from written material. Learns job-related material through on-the-job training.

Knowledge and Abilities:

Knowledge of:

warehousing methods and practices;
the clerical procedures used to receive, store, issue, and account for a materials and supplies inventory;
the processes and procedures of physical inventory taking, discrepancy research, and inventory records adjustment;
the principles and practices of employee supervision, evaluation, and training; and
the materials and supplies maintained in the City's warehouse(s).

Ability to:

supervise a subordinate staff involved in receiving, storing, issuing, and accounting for an equipment and supplies inventory;
operate power-driven and manual lifting equipment;
maintain an inventory of stock items following an established inventory schedule;
maintain warehouse and storage yard in a neat, clean, well organized, and orderly fashion;
perform simple maintenance and repair tasks on tools and equipment;
perform physical labor for sustained periods of time and in accordance with established safety practices and procedures; and
establish and maintain effective working relationships with management, coworkers, vendors, other City employees, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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JOB FCTN-ADM

INCREMENTS 64-200

PAY RANGE: 45

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