



SENIOR LOGISTICS SUPERVISOR

FC: UC190
PB: F
FLSA: Exempt

PC: 880
BU: 31 (AFSCME)
Created: January 2000
Revised: June 2015

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Supervises and coordinates warehouse and stores program activities and operations within the Warehousing/Stores Division including the receipt, storage and distribution of equipment and supplies; ensures an adequate inventory of equipment, materials, parts and supplies; conducts training and evaluations for logistics personnel; maintains payroll records and works with personnel to correct deficiencies and implements discipline; provides highly responsible staff assistance to the Manager of Logistics, and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the supervisory level over storekeepers and Logistics Supervisors. Incumbents are expected to exercise considerable latitude and independent judgment in the day-to-day conduct of work. This class is distinguished from Manager of Logistics in that the Senior Logistics Supervisor has primary responsibility for employees engaged in a single function or a single shift, whereas the latter has overall responsibility for managing the District materials management distribution system and multiple on-site storage facilities.

REPORTS TO

This position reports to the Manager of Logistics or his/her designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Manages and coordinates the organization, staffing, and operational activities for District warehouses and stores including the receipt, storage and distribution of equipment, materials, parts and supplies.

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2. Participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures.
3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
4. Directs, coordinates and reviews the work plan for assigned staff; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
5. Implements appropriate safety procedures; reviews safety practices; investigates injuries and unsafe conditions; takes appropriate corrective action.
6. Monitors storeroom and warehouse material usage; conducts inventories; resolves discrepancies; forecasts needs and restocks appropriately; maintains accurate records and files of inventory usage.
7. Provides assistance in warehouse space utilization; designs facility layouts to achieve maximum storage efficiency; makes recommendations as appropriate; analyzes utilization of materials and equipment by departments; develops delivery schedules and drop shipment strategies.
8. Selects, trains, motivates and evaluates assigned personnel; maintains payroll records; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
9. Provides staff assistance to the Manager of Logistics; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
10. Assists with budget preparation and administration; provides inventory usage forecasts; monitors monthly budget status.
12. Coordinates warehousing and storeroom activities with those of other divisions and outside agencies and organizations.
13. Attends and participates in professional group meetings including weekly maintenance meetings; stays abreast of new trends and innovations in the field of warehousing and storage programs.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a warehouse and stores program.
- Current principles and practices of warehouse and storeroom operations.
- Methods and techniques of storage, material flow, inventory control and shipping.
- Principles and procedures of record keeping.
- Business computer applications including inventory reporting.
- Mathematical principles.
- Occupational health and safety requirements.
- Principles of staffing, supervision, training and performance evaluation.
- Basic principles and practices of budget preparation and monitoring.
- Related Federal, State and local laws, codes and regulations.

Skill in:

- Supervising and coordinating warehouse and storeroom services.
- Selecting, supervising, training and evaluating staff.
- Recognizing and analyzing problems and recommending solutions.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.
- Utilizing specialized computer software applications for warehousing and inventory control.
- Determining future parts requirements and restocks based on historical records and forecasts.
- Implementing effective materials control, storage and distribution systems.
- Maintaining organized and accurate material control records.
- Maximizing the usage of warehouse space.
- Interpreting and explaining District policies and procedures.
- Preparing clear and concise reports on a monthly or semi-monthly basis.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma, GED, or recognized equivalent. On-the-Job training and Technical Certification.

Experience:

Four (4) years of (full-time equivalent) verifiable material management, inventory control or storekeeping experience which must include at least one year of administrative and/or lead supervisory experience.

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Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

WORKING CONDITIONS

Environmental Conditions:

Office environment; warehouse and storeroom environment; exposure to computer screens; fluctuating temperatures.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

EEOC Code: 02

Safety Sensitive Designation: No

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