



## LOGISTICS SUPERVISOR

FC: UC185  
PB: 05  
FLSA: Non-Exempt

PC: 841  
BU: 31 (AFSCME)  
Created: January 1, 1999  
Revised: December 14, 2006

*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 during the off-shift hours, including providing direction to the off-shift staff; resolves potential supply problems; provides highly responsible staff assistance to the Manager of Logistics, and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

As directed by the Senior Logistics Supervisors, this supervisory position is responsible for supervising the off-shift staff who perform work for the District's materials management and distribution system at multiple storage facilities. This class is distinguished from the Senior Logistics Supervisor in that the latter has overall responsibility for all material receipt, storage, warehousing and distribution functions.

### **REPORTS TO**

This position reports to the Manager of Logistics.

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

1. Coordinates the organization, staffing and operational activities for District warehouses and stores for off-shift staff at multiple locations.
2. Provides input to the development and implementation of goals, objectives, policies and priorities; and communicates work standards to Stores staff.
3. Coordinates the work with that of Storekeepers working multiple shifts at multiple sites through first line supervisors and other subordinate personnel.

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4. Implements strategies to resolve potential re-supply problems with respect to timely delivery or quality on major supply contracts.
5. Interfaces with other off-shift supervisory personnel to assist in redistribution of material within the District.
6. Researches and corrects discrepancies to computer-produced inventory and control records.
7. Maintains records and prepares a variety of periodic and special reports.
8. Verifies off-shift storekeeper's time cards.
9. Responsible for inter-storeroom transfer of materials.
10. Interfaces with Shop Foreworkers as required to resolve problems, implement procedures and provide support.
11. Provides input to Senior Logistics Supervisor on employee problems and assists in correcting situation as required.

## **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.

Mathematical principles.

Occupational health and safety requirements.

Principles of supervision, training and performance evaluation.

Related Federal, State and local laws, codes and regulations.

### **Skill in:**

Supervising and coordinating warehouse and storeroom services.

Selecting, supervising, training and evaluating staff.

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.

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.

### **Experience:**

Two (2) years of (full-time equivalent) verifiable material management, inventory control or storekeeping experience including one year of administrative and/or lead supervisory experience.

### **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**