

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
WAREHOUSE SUPERVISOR

DEFINITION

Performs supervisory and management work in directing the receipt, storage, and shipment of supplies, materials, and/or merchandise in a large central warehouse; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of subordinates; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules and assignments; administers personnel and related policies and procedures.

Plans and coordinates loading operations to insure that orders being filled arrive simultaneously at the loading dock with the correct transport carrier.

Instructs employees in proper and safe stock handling methods to maintain a safe work location and minimize damage to stock by establishing work rules and regulations, holding training meetings, and following up when necessary.

Directs and oversees the record keeping of all receipts, shipments, transfers, shortages, and breakage of supplies, materials, and/or merchandise by having inventory control cards maintained and having all changes posted as soon as possible.

Coordinates shipping, receiving, and stock handling procedures in order to assure orderly and timely receipt and shipment of goods by meeting with representatives of trucking and railroad companies.

Participates in searching inmates assigned to warehousing operations to make sure that no contraband enters the correctional institutions.

Inspects transport driver's portfolio prior to deliveries to insure the propriety of invoices and upon completion of deliveries to note overages, shortages or problems encountered in making the delivery.

COMPETENCIES REQUIRED

Knowledge of accepted warehousing methods, procedures and techniques utilized in handling and storing stock items.

Knowledge of the correct methods and procedures of loading and unloading transport carriers.

Knowledge of inventory methods and procedures.

Ability to plan, organize, control, and effectively supervise the work of subordinates.

Ability to establish and maintain effective working relationships with other agency employees, truck drivers, trucking firm representatives, and suppliers.

Ability to perform heavy manual labor tasks as required.

Ability to express thoughts and ideas, clearly and concisely, both orally and in writing related to the warehousing, shipping and receiving of goods

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.
Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.
Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Experience equal to four years of full-time warehouse operations work;

OR

employees with current continuous experience in the state executive branch that includes experience equal to six months of full-time work as a Storekeeper 3;

OR

employees with current continuous experience in the state executive branch that includes experience equal to eighteen months of full-time work as a Storekeeper 2 or Warehouse Operations Worker.

NOTE

Designated positions in this job class require applicants to obtain the required Commercial Drivers License and endorsements within a period of time as determined by the appointing authority at the time of hire.

Effective Date: 06/10 DDF