

JOB DESCRIPTION
Warehouse Manager
Code Number: 20000

GENERAL PURPOSE

Under general direction, plans, organizes, and supervises the work of employees engaged in the receipt, storage, issuance, inventory and delivery of materials, supplies, parts, tools and equipment used in the construction, maintenance and repair of water production, treatment, storage and distribution systems and facilities; administers the District's tool room assets and equipment; oversees the disposition of surplus equipment and material; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for supervising the staff and operations of a centralized warehouse function, assisting in the formulation and development of goals and objectives, and directing day-to-day activities. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines. Work and results are reviewed through analysis of records and reports, assignment completion, and unit effectiveness and efficiency.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Selects and trains personnel in an assigned work unit; establishes work priorities and assigns work to unit personnel.

Plans and evaluates the performance of assigned personnel; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action to address performance deficiencies in accordance with District personnel rules, policies and labor contract provisions.

Supervises warehouse operations including delivery of purchased supplies and materials; the issuance and distribution of materials, supplies, parts, tools and equipment; the identification of parts and tools as described and requested by user departments; the receipt of items and the inspection of parts, supplies and equipment for quality, quantity and correctness; the process of verifying and checking items

received against parts catalogs and manufacturer's identification, model or parts number; the adjustment of contract amounts when discrepancies occur; the location and arrangement of stock in storage areas, and the preparation of packages and other items for shipment via a variety of common carriers.

Develops the unit budget and monitors expenses; participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.

Instructs and trains employees in their duties and tasks and the safe and proper operation of tools and equipment used in the warehouse, including forklifts, pallet jacks and hand trucks; ensures storage areas are in a safe, clean, orderly and secure condition.

Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives and values.

Administers and maintains a comprehensive computer-based inventory system; reviews and directs the ordering of materials and supplies to maintain a balanced inventory; makes adjustments to minimum and maximum amounts as required; ensures that adequate inventory is on hand for regular orders, emergencies, and routine maintenance; generates and distributes reports to management and makes recommendations on unit operations.

Oversees the District's tool room and supplies safety equipment and small equipment used in the maintenance and repair of District facilities; ensures that all equipment is inspected and in good working condition.

Directs and participates in the appropriate salvage of District equipment, supplies, and obsolete inventory.

Reads blueprints and construction orders as necessary.

Prepares reports and keeps a variety of records.

Performs related duties as assigned.

BALDRIGE RELATED DUTIES

Supports and promotes the application of Malcolm Baldrige principles in the oversight of operations within the business unit.

Assists in the development and maintenance of best practice in unit work processes and supports the philosophy of continuous improvement.

Develops and monitors team and individual performance measures, ensuring that they

align with District's Strategic and Operational Plans.

Ensures a thorough understanding of the Strategic Planning Cycle and participates in its development and deployment.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of effective employee supervision, including training, work evaluation and discipline; principles of modern inventory management; inventory management systems; materials and equipment commonly used in a water utility; safety practices and procedures pertaining to the work; methods, practices, techniques, tools and equipment utilized in the operation of a large, centralized water works warehouse facility; computer applications related to the work; modern inventory control and management methods and techniques; record keeping and filing systems; operation of standard warehouse and storeroom equipment including computers and technical equipment; District personnel rules, policies and labor contract provisions.

Ability to:

Plan, organize, supervise, assign, inspect and evaluate the work of others; motivate and evaluate staff and provide for their training and development; analyze complex situations, evaluate alternatives and recommend or adopt effective courses of action; develop and implement work standards; supervise the work of assigned staff; prepare clear and concise records, reports and other written materials; exercise independent judgment and initiative within general policy guidelines; establish and maintain effective working relationships with all levels of District management and staff; properly and safely operate warehouse equipment, such as forklifts, pallet jacks and hand trucks; read blueprints or design drawings used to establish a material listing; work independently; prepare and maintain records and reports; train others on work practices and procedures; organize work, set priorities, and provide support to meet unit operation needs; communicate effectively, orally and in writing.

Baldrige Based Knowledge and Abilities

Knowledge of:

Principles of managing by fact and organizational and personal learning; familiar with process mapping and structured problem solving; theoretical and practical knowledge necessary to develop and monitor individual performance standards, and insure they align with key performance measures for the unit.

Ability to:

Maintain and utilize process flow charts for key processes, with performance standards related to customer and stakeholder needs; validate customer requirements; create a workplace that values employees, encourages their development, values their participation, and encourages innovation; create an environment of continuous improvement and to ensure business unit results consistent with expectations in key performance measures.

Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or G.E.D. equivalent; and four years of responsible warehousing and/or storekeeping experience, including at least one year in a lead/supervisory capacity; or an equivalent combination of training and experience. College courses in purchasing, materials management, and accounting desirable.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurance under the District's Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to stand and walk; sit; talk or hear, in person and by telephone;

Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with constant interruptions; and interact with District staff other organizations and the public. The employee occasionally is required to deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee occasionally works in outdoor weather conditions; in high, precarious places; and around moving equipment. The employee occasionally may be exposed to wet and/or humid conditions, vibration, fumes or airborne particles. The noise level is occasionally loud.

FLSA DETERMINATION: Meets executive exemption from overtime.