



# City of Tempe

## WAREHOUSE SUPERVISOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	210	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$28.993269
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$39.140865
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Warehouse Supervisor
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Service Maintenance

## DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
Receives general direction from higher level management staff.
Exercises direct supervision over warehouse staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Three years of experience in storekeeping or related work involving the selection, storing and issuing of a variety of routinely used materials and supplies.
<i>Education:</i>	Equivalent to completion of the twelfth grade. Additional training in bookkeeping or directly related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>• Must possess and maintain a valid driver's license.</li> <li>• Possession of, or required to obtain a valid Arizona forklift operator's certificate.</li> </ul>

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City's stated mission and values. To plan, organize and supervise the Central Services or Utility Services warehouse activities, including receipt, storage, issuance, and inventory of materials, equipment and supplies.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Supervise and participate in the daily operation of the warehouse; plan daily work assignments; provide instruction, training, and direction as required.
- Order and issue supplies, materials and tools; prepare requisitions and purchase orders; code to proper account and verify accuracy of stock number; post transactions on card file; extend costs and run totals; determine proper stock levels for items.
- Contact vendors and secure price quotations and determine availability of materials and goods; place orders; inform and negotiate with vendors about late deliveries, shortages, or damaged materials.
- Receive stock and issue materials, supplies and tools; verify incoming shipments for appropriate quantity and quality.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Maintain files; compile records of supply transactions; input and receive data from a computer terminal; post supplies issued; prepare monthly and yearly performance reports.
- Participate in the design, maintenance and implementation of the computer system; maintain accuracy of inventory system.
- Maintain adequate stock levels and records on all materials; participate in scheduled inventories.
- Operate appropriate equipment, including a forklift, pallet jack, small truck and office machines; may operate a crane.
- Direct and participate in the collection, storage, and re-issuance of surplus City capital equipment; prepare equipment for annual auction.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects up to 50 lbs.;
- Move heavy objects with forklift, dolly, etc.;
- Operate city vehicles (delivery truck, 1 ton long bed truck with tommy lift gate);
- Use power tools (i.e. circular saws, pipe cut-off saw, electric blower, etc.);
- Use tools (i.e. hammers, socket wrenches, pry bars, freight band snips, box cutters, etc.);
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;

- Other physical labor essential to the classification (move, carry, lift and organize inventory as well as sweeping and general housekeeping duties);
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours;
- May work alone for extended periods of time.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective November 1988*  
*Reviewed March 1990*  
*Revised January 2017 (add physical/mental activities)*  
*Revised March 2019 (PW reorg – move to Engineering & Transp. Dept.)*