

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1770

TITLE: WAREHOUSE SUPERVISOR

GRADE: S-20

DEFINITION:

Under general supervision, directs the management of warehouse operations and coordinates activities with other agencies in the supply system; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Employees assigned to this class exercise supervision, direction and control over all personnel assigned to a warehouse.

ILLUSTRATIVE DUTIES:

Plans, or supervises the development of plans, for storage of supplies and equipment;
Administers the preparation and maintenance of supply transaction documents for the receipt, storage and shipment of supplies and equipment;
Ensures that receiving reports are properly executed and processed and takes follow-up action on shortages, overages and damaged goods;
Supervises the receipt, storage and delivery of supplies and equipment;
Establishes work schedules and daily tasks for assigned personnel;
Monitors operating condition and procedures for assigned vehicles and materials handling equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of warehouse practices and procedures;
Knowledge of the methods and practices of inventory control;
Ability to keep accurate records;
Ability to supervise subordinate personnel;
Strength and dexterity necessary to perform all required tasks including lifting, stooping, bending and working in tiring and uncomfortable positions;
Ability to operate a motor vehicle;
Ability to follow oral and written instructions.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
High school graduation or a G.E.D. issued by a state department of education; PLUS
Five years of experience in general warehouse operations, two of which must have been in a supervisory capacity.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License.

REVISED: December 22, 1992