



Materials Supervisor

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
557	Exempt	2 – Professionals	AFSCME	6	1-11-95	891	1 of 1

DEFINITION: To plan, organize, direct and supervise assigned parts operations within the Materials section; and to provide a variety of technical tasks relative to assigned area of responsibility.

REPORTS TO: The Materials Superintendent. Exercises direct supervision over assigned technical and office support personnel.

DISTINGUISHING CHARACTERISTICS: The Supervisor level recognizes positions that perform full, first-line direct supervisory responsibilities including planning, assigning and evaluating the work of subordinates and are responsible for a program area within a work unit or department.

ESSENTIAL FUNCTIONS: May include, but are not limited to the following:

- Recommends and assists in the implementation of unit goals and objectives; establishes schedules and methods for assigned parts operations; and implements policies and procedures.
- Plans, prioritizes, assigns, supervises, and reviews the work of staff involved in the acquisition and distribution of parts and supplies for the District.
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; and prepares various reports on operations and activities.
- Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justification for staff, supplies, materials, and equipment; and monitors and controls expenditures.
- Participates in the selection of staff; provides or coordinate staff training; and may conduct performance evaluations.
- Manages purchasing and materials warehouse staff; and monitors inventory levels and processing procedures.
- Supervises the distribution of materials throughout the District, and ensures that deliveries match service needs.
- Implements procedures for the receipt, storage, and shipment of parts and commodities warehoused for the District.
- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: Principles and practices of inventory control; central warehousing and distribution operations; data processing concepts related to material management; budget monitoring; work safety; pertinent local, state and federal laws, ordinances and rules.

Ability To: Organize, implement and direct warehouse operations and activities; know and understand all aspects of the job and observe safety rules; intermittently analyze work papers, reports and special projects; identify and problem solve District vendor issues; identify and interpret technical and numerical information; observe and explain policies and procedures to staff, vendors and general public; implement policies and procedures related to assigned operations; assist in the development and monitoring of the parts budget; operate a variety of office machines and computer equipment and learn computer software required by assigned division or department; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; supervise, train and evaluate assigned staff.

Education: Equivalent to the completion of the twelfth grade. Additional specialized training in inventory control or parts environment or related field is desirable.

Experience: Five (5) years of increasingly responsible experience in purchasing and inventory/parts control, including one year of lead experience.

Special Requirements: None

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NOTE: This job description was written January 11, 1995. The language has not yet been revised. For practical reasons, it has been transcribed in the MS Word electronic format.