

### Class Concept

This is managerial and administrative work in directing and overseeing all aspects of the shipping, storage and receiving of goods in a large-scale warehouse and statewide distribution operation with at least 70,000 square feet of storage space and a fleet of twelve or more tractor-trailer trucks. Employees are responsible for all on-site and remote storage facilities, equipment and trucks, and for directly or indirectly supervising at least eighteen or more lower-level Shipping/Receiving Supervisor positions, truck drivers, dispatchers and other support personnel. Employees supervise, plan, direct, review and evaluate the work of subordinates, oversee work performance and quality control, provide and evaluate job training, counsel and administer discipline to subordinates and interview and hire applicants for vacant positions. Employees plan work assignments, develop and implement schedules and routes, set short and long-term priorities and goals, make adjustments to accommodate new priorities and establish or make changes to the workflow, methods and procedures. Employees supervise subordinates in directing, training, counseling, evaluating, disciplining and monitoring inmates performing generally unskilled shipping and/or receiving work including the receiving, unloading, inspecting, storing, dating and recording in inventory, pulling, loading and shipping of a very wide variety of goods to supply correctional institutions and support facilities, or state agencies and universities, county and local governments and school districts. Employees are responsible for the entire warehouse and distribution process, administering assigned budgets, overseeing inventory turns and making adjustments to reorder points, reconciling inventory, contract maintenance for buildings, trucks and other equipment, developing and recommending new equipment and trucks, and for maintaining all schedules. Employees administer a standard FIFO (first in, first out) inventory system and oversee cycle counts and periodic physical inventory of all goods and materials, make complex product quality decisions and damage assessments, ensure that all receiving, inventory records and shipping paperwork are in order and that trailers are loaded on schedule and in accordance with delivery stops. Work includes resolving problems with suppliers and customers and strictly enforcing safety policies and OSHA and DOT guidelines for the storage and shipment of hazardous materials. Employees may oversee and direct inmate work performance evaluations and approve all recommended salary increases or decreases and make the final decision on whether the inmate should continue on the job or be sent back to the institution.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of shipping and receiving operations in a large-scale distribution center and of the related safety guidelines.
- Ability to orient, train, supervise, evaluate, counsel and discipline subordinates and inmates.
- Ability to motivate inmates in meeting production and quality standards.
- Ability to plan and implement work schedules and balance workloads.
- Ability to administer budgets, maintain necessary records and inventories and to review and express related technical information clearly both orally and in writing.
- Ability to establish and maintain effective supervisor/employee relationships with inmate workers and effective working relationships with all subordinate employees.

#### Minimum Education and Experience

High school or General Educational Development (GED) diploma and five years of warehouse and distribution experience, of which at three years must have been supervisory experience; or an equivalent combination of education and experience.