

### Class Concept

Positions in this class serve as the first level supervisor and are responsible for a portion of the operation that supervise shipping personnel and inmates involved in this area of the business.

Employees oversee work performance and quality control, provide and evaluate on-the-job and outside training, counsel and administer limited discipline to subordinates. Employees plan subordinate work assignments under an established schedule, set daily and weekly priorities and goals, make adjustments to accommodate new priorities. Employees provide guidance to subordinates and train, counsel, evaluate, discipline and monitor subordinates 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. Employees are responsible for the entire process in their section and work is performed under the general supervision of a higher level supervisor.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Working knowledge of the principles and methods of warehouse management.
- Working knowledge of purchasing and shipping methods and practices.
- Ability to keep accurate records and to plan work.
- Ability to estimate the amount and type of supplies, materials, and equipment needed.
- Ability to maintain accurate inventory control records and reports.
- Ability to establish and maintain effective working relationships with subordinates.
- Ability to supervise the work of subordinate warehouse personnel.

#### Minimum Education and Experience

High school diploma or General Educational Development (GED) diploma and one year of warehouse and distribution experience; or an equivalent combination of training and directly related experience.