

Class Concept

Positions in this class serve as the assistant distribution manager and are responsible for a very large portion of the operation and directly supervise lower level Shipping/Receiving Supervisor positions. Employees supervise, plan, direct, review and evaluate the work of subordinates, oversee work performance and quality control, provide and evaluate on-the-job and outside training, counsel and administer limited discipline to subordinates and may in interview and recommend applicants for vacant positions. Employees plan subordinate work assignments under an established schedule, set daily and weekly priorities and goals, make adjustments to accommodate new priorities and may establish or make moderate changes to the workflow, methods and procedures.

Employees provide guidance to 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 maintain a standard FIFO (first in, first out) inventory system and conduct and oversee cycle counts and a complete semi-annual physical inventory of all goods and materials, make the more complex product quality decisions and damage assessments, oversee and ensure that all receiving and shipping paperwork is in order and match the quantity, type, size and style and that trailers are loaded in accordance with delivery stops. Work also 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.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of the principles and methods of warehouse management.
- Considerable 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 two years of warehouse and distribution experience at least one of which is supervisory; or an equivalent combination of training and directly related experience.