

Title: Superintendent of Stores
PG: 49
Status: Civil Service
Position Reports to: Purchasing Manager
Department: Risk Management

Class Code: 6073
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is responsible supervisory work in the operation of materials management and the supervision of a large warehouse. Work involves responsibility for directing the operation of the various warehouses, maintaining a minimum inventory of parts, tools, materials and supplies and to ensure that inventory control is accurately utilized. An employee in this class normally works independently under the general supervision of a manager. Work is reviewed through regular conferences, written reports and overall effectiveness of the operations for which the employee is responsible.

ESSENTIAL FUNCTIONS:

1. Supervises the receipt, storage and issuance of parts, tools, materials and supplies; ensures that all inventory transactions are properly logged on an automated inventory system.
2. Coordinates with other City staff or other supervisors in the procurement of parts and supplies. Reviews weekly reorder reports for the purpose of making stock replenishment recommendations.
4. Assists in scheduling the cycle inventory to ensure that a physical inventory of all warehouse items on hand is taken.
5. Ensures that goods received are checked for quality and quantity and that they conform to purchase order specifications.
6. Instructs employees against occupational hazards and inspects work for appropriate safety practices and precautions and oversees the routine inspection of the fire and security systems.
7. Supervises the sale of scrap materials and maintains accurate records of sales.
8. Prepares applicable written reports in a timely manner.
9. Assists in the preparation of the departmental operation/capital expense budget.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of FERC (Federal Energy Regulatory Commission) accounting codes as they apply to requisitioning and issuing spare parts and supplies.
2. Considerable knowledge of inventory theories and techniques for accurate control.
3. Knowledge of tool room operating methods and procedures.
4. Thorough knowledge of warehouse techniques, including shipping and receiving methods and practices.
5. Thorough knowledge of parts, materials, tools, and supplies needed to support general City operations or the operations of a utility.
6. Knowledge of Purchasing policies and procedures
7. Skill in the use of computers for warehousing inventory.
8. Ability and willingness to establish and maintain effective working relationships with co-workers, other City employees and the general public.
9. Ability to maintain accurate files of procurement documents, prepare reports, or other documents as necessary.
10. Ability to assign work, supervise, and evaluate the performance of work performed by subordinates.
11. Ability to communicate effectively orally and in writing.
12. Ability to maintain current and accurate MSDS records.

Title: Superintendent of Stores
PG: 49
Status: Civil Service
Position Reports to: Purchasing Manager
Department: Risk Management

Class Code: 6073
Date: 09/08

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent. An Associate Degree in Business Administration is preferred but not required.
2. Four (4) years of experience in materials management, including the keeping of stores records using a computerized inventory system, and one (1) year of supervisory experience.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level three (3) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.