



AUGUST 2013
FLSA: EXEMPT

MATERIALS CONTROL SUPERVISOR

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general direction, supervises, assigns, reviews, and participates in the work of staff responsible for providing materials control and warehousing services and activities at the District's Plant 1 and Plant 2 warehouse facilities; manages the effective use of divisional resources to improve organizational productivity and customer service; provides highly complex and responsible support to management in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory and/or management staff. Exercises direct and general supervision over assigned technical and administrative support staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class within the materials control function that exercises independent judgment on diverse and specialized materials control and warehousing functions and has significant accountability and ongoing decision-making responsibilities associated with the work. The incumbent organizes, plans and oversees day-to-day warehouse inventory, shipping, and receiving and surplus activities and services at the District's Plants 1 and 2, ensures work quality and adherence to established policies and procedures, and performs the most technically complex tasks of the assigned area. This class is distinguished from the Contracts and Purchasing Manager in that the latter has management authority in planning, organizing, and directing the full scope of professional contracts, purchasing, and materials control operations within the department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for materials control and warehousing services and activities at the District's Plant 1 and Plant 2 warehouse facilities including shipping and receiving activity, inventory control, surplus disposition, asset tracking, physical inventories, cycle counting program, uniform program, inventory security issues, and Computerized Maintenance Management System (CMMS).
- Establishes schedules and methods for providing warehousing and materials control services and activities; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly to meet inventory issuance demands in a planning and scheduling environment.

- Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
- Recommends and assists in the implementation of goals and objectives; coordinates with team members to develop and implement approved policies and procedures.
- Participates in the selection of assigned storekeeping and clerical staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- Participates in the preparation and administration of the assigned program budget; submits budget recommendations; monitors expenditures.
- Supervises and coordinates the receipt and checking of incoming supplies, materials, and equipment to ensure proper count, weight, and identification; supervises the preparation and processing of required documentation; coordinates with personnel to resolve discrepancies such as shortages, damages, and incorrect materials; supervises the routing and dispatch of received goods to proper storage or appropriate District departments.
- Supervises the issuance of stock to requestors; ensures that all established procedures are followed and documentation is prepared and processed.
- Performs inventory control and asset tracking functions including maintenance of inventory and asset tracking records and assignment of new stock and tag numbers to new items being added to inventory; establishes minimum and maximum levels and reorder points for standard items and disposition of obsolete items.
- Conducts periodic physical inventories; assumes responsibility for maintaining ABC cycle count process; assumes responsibility for all discrepancies in inventories; assumes responsibility for maintaining required accuracy levels.
- Coordinates the employee uniform program; prepares scope of work for uniform contracts; coordinates the bidding and awarding of the uniform contract; assumes responsibility for purchasing or negotiating for uniforms outside the normal contract; oversees the weekly operations of the uniform program.
- Oversees the surplus property program; assumes responsibility for all surplus property; maintains accurate records of items to be sold or auctioned; coordinates the re-issue of property surrendered by divisions.
- Reviews a variety of documents and forms to ensure congruity with established contracts, agreements, and purchase orders as well as with department policies and procedures.
- Ensures that all established safety procedures are followed and that all required safety equipment is available and utilized.
- Establishes and coordinates preventive maintenance programs on all warehouse equipment.
- Performs the more technical and complex tasks of the work unit; prepares analytical and statistical reports on operations and activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of warehousing and inventory control.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Operations, services, and activities of a warehousing and materials control program, including planning and scheduling requirements.
- Principles, methods, practices, materials, and equipment commonly used in a warehousing and material control operations.
- Methods and techniques of conflict resolution and negotiation.
- Advanced principles and applications of critical thinking and analysis.

- Parts, supplies, and materials commonly stocked in a wastewater district warehouse.
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards and standard safety practices.
- Common carrier and shipping procedures and documentation.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Plan, organize, schedule, assign, review, and evaluate the work of and train staff.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Promote individual growth and development of assigned staff in the performance of work assignments.
- Effectively resolve conflict within assigned area of responsibility.
- Apply critical thinking and analysis to a broad range of situations.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Effectively communicate, negotiate and influence behavior at all levels both internally and externally.
- Conduct studies, prepare comprehensive reports, and determine cost effective ways for conducting the assigned warehouse operations.
- Ensure compliance with established procurement rules and regulations.
- Maintain confidentiality in maintaining critical and sensitive information, and be discreet in handling and processing confidential information and data.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Use critical thinking techniques and advanced methods in reaching decisions.
- Make sound, independent decisions within established policy and procedural guidelines.
- Effectively represent the department and the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and data base application.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. Possession of a bachelor's degree from a college or university which is accredited by the US Department of Education, with major coursework in business or public administration, or a related field; AND,
2. Six (6) years of increasingly responsible inventory control and warehouse experience, including two (2) years of lead or supervisory experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of, or ability to obtain, an APICS certificate is desirable.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, as well as in a standard warehouse setting and work with and around a variety of equipment, parts, and inventory; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although work areas and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. In addition, employees often work in the warehouse and are exposed to loud noise levels, vibration, chemicals, dust, mechanical hazards, and moving objects or other vehicles. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.