

WAREHOUSE SUPERVISOR



Description:

Under general direction, to supervise and assist in directing the purchasing, receiving, warehousing, issuing, and recording of materials, supplies, and equipment for the Fire Department.

Distinguishing Characteristics:

Positions in this class are directly responsible for coordinating subordinate staff; work schedules and for ordering supplies, stock, materials, supplies and fire equipment warehousing and delivery schedules. Positions report to the Division Manager Support Services.

Duties may include, but are not limited to:

1. Obtain pricing of the purchase of commodities and services for County Fire. Work with vendors to ensure product quality, consistency, and deliveries are being met.
2. Review requisitions for completeness; group items to facilitate bids on larger quantities; research and confer with department representatives regarding the intended use of commodities, desired specifications, sources of supplies, quantity and prices.
3. Obtain bids by telephone, letter, personal contact, or formal bid process; prepares specifications according to user needs and requirements; maintain and update standardized specifications for established and routine commodities; track orders in progress; ensure orders are filled per the Department standards; enforce compliance as required by County Purchasing Department and County Fire Policy/Procedure.
4. Review bids for price, acceptability in relation to specifications, and conformance to departmental procedure and County policy; tabulate and examine bid information to determine the best qualified low bid; make awards as established by departmental guidelines.
5. Knowledge of Department's funding mechanisms and codes; ensures supplies, equipment and services are charged to the proper codes.
6. Resolve routine problems such as damaged goods, delivery delays, incorrect merchandise, billing and payment errors.
7. Enforce compliance with contracts and specifications; negotiate terms and conditions and acceptability of service such as delivery times and destination, shipping and freight prices, and discounts.
8. Coordinate and authorize emergency purchases during fire incidents.
9. Prepare necessary documents and reports.
10. Supervise staff directly and through subordinate supervisors; evaluate work performance; supervise the inventorying, ordering, receiving, storing, and issuing of supplies and equipment; recommend procurement policies to administration.

11. Determine reorder points and set minimum stock levels for each item; modify and maintain perpetual inventory systems; plan and supervise annual and special inventories.
12. Analyze and determine space utilization and security requirements for warehousing and records storage; recommend equipment for handling, processing, and storing materials and records.
13. Confer with users, buyers, manufacturers, and vendor representatives regarding service, product quality and durability, damage, new items, special orders and purchase feasibility; review direct requests and select or recommended companies that might best provide the requested product.
14. Assemble and submit pertinent statistical information on operations and products; promote standardization of supplies and equipment.
15. Provide input in preparation for annual budget requests for supplies, equipment, and personnel; prepare periodic, monthly, and other reports showing material and supplies issued and charged against various departments.
16. Provide field support during fire incidents and after working hours support, schedule On Call staff, contact vendors for meals and other requests; contact Communication Center and Incident Commander to assure that staff is meeting needs.
17. Provide reports on grant purchases and tracking.
18. Develop, implement, and evaluate control procedures to expedite deliveries and maintain adequate stock.
19. Track all supplies and equipment for chargeback; contact vendors for special needs and support.
20. Provide assistance and support for different committees within the Department.
21. Special projects and research as needed.
22. Provides vacation and temporary relief as required.
23. Provides other duties as required.

Typical Qualifications:

Five (5) years experience with a public agency providing warehousing and procurement services, two (2) years of which must have been performing in a supervisory capacity. Fire Department experience is highly desired.

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.

Job Code: 46200

Salary Range: N27

Representation Unit: Non-Represented

Last Updated: 10/5/09