

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## WAREHOUSE OPERATIONS SUPERVISOR

<b>JOB CODE: 69098</b>	<b>PAY GRADE: 15</b>	<b>PAY RANGE: \$45,830 - \$73,329</b>
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### GENERAL DESCRIPTION

Under the general supervision of the Purchasing Manager, this position performs moderately complex work involving the supervision and training of warehouse operations members engaged in inventory control and the management of receiving, recording, controlling, dispersing, and disposing of supplies, uniforms, equipment, and agency owned property. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employees' welfare and care, individual training in the conduct of their duties and mentoring
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary
- Ensure subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs)
- Supervises the receiving, issuance, inventory, control, and disposal of supplies, equipment, and capital assets
- Supervises the Imprinting Services workflow and production
- Supervises the Uniform Supply customer service counter
- Assures the security of the purchasing warehouse, and the contents and/or vehicles assigned to the Purchasing Division
- Supervises warehouse consisting of office supplies, uniforms, industrial supplies, goods, material handling equipment, and imprinting equipment to ensure proper purchasing and warehousing inventory methods are being used
- Maintains proper records of all purchasing activities relating to the receipt, storage, and dispersal of office supplies, uniforms, equipment, all inventories, and the transfer and disposal of capital assets
- Administers the performance management program
- Supervises the activities of a mail courier
- Recommends and implements changes in policy and procedures.

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- Responds to agency user requests, inquiries and problems regarding delivery, uniform issuance, capital asset inventory, processes and provides the costs of items/goods; responds and directs requests for pickup of surplus property and delivery of supplies;
- Utilizes inventory management software to manage inventory;
- Assists in the preparation and coordination of annual Purchasing Division budget;
- Establishes and implements training programs pertaining to material handling equipment;
- Liaisons with County Facility Operations in reference to maintaining the building upkeep and safety;
- Makes and reconciles P-Card purchases;
- Reinforces agency rules pertaining to uniform issuance to members;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

Regular and reliable attendance is required as an essential function of the position.

This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

## **QUALIFICATIONS**

- Graduation from an accredited college or university with an Associate's Degree in Business Administration, Public Administration or related field AND two (2) years' related warehouse experience AND two (2) years' supervisory experience
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to direct and coordinate the work of subordinates in an assigned area
- Ability to operate a forklift
- Ability to educate members about warehouse safety and job hazards related to material handling equipment.
- Knowledge of various database and inventory management software required to efficiently perform the essential functions and job duties
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace
- Proficiency in general office practice and procedures



- Time management skills and inter-personal skills

## **PHYSICAL ABILITIES**

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 4 hours per day
- Stand up to 1 hour per day
- Walk up to 2 hours per day
- Drive up to 1 hour per day
- Frequently lift up to 50 lbs.
- Occasionally lift up to 75 lbs.
- Frequently bend, squat, climb, reach, kneel, or twist