

Class Code: 686
City of Anaheim
CLASS SPECIFICATION

- I. CLASS TITLE: WAREHOUSE MANAGER
- II. DEPARTMENT/CONTROL CENTER: Public Utilities and
Finance/Purchasing Warehouse
- III. CLASS DEFINITION:
- To supervise, plan and coordinate the activities and operations of the central and utilities warehouse and yard within the Public Utilities/Finance Departments; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to higher level management staff.
- IV. SUPERVISION RECEIVED AND EXERCISED:
- Receives general direction from the Purchasing Agent.
- Exercises direct supervision over warehouse employees.
- V. EXAMPLES OF ESSENTIAL JOB FUNCTIONS - Responsibilities and duties may include, but are not limited to, the following:
- Coordinate the organization, staffing and operational activities for the central and utility warehouse functions including shipping and receiving, inventory control, and the storage and handling of supplies, materials and equipment; coordinate the loading of materials and fueling of field vehicles; participate in the development of specifications for the purchase of equipment.
- Participate in the development and implementation of goals, objectives, policies, and priorities for warehouse and yard; identify resource needs; recommend and implement policies and procedures.
- Select, train, motivate and evaluate Warehouse Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Direct, coordinate and review the work plan for the warehouse and yard; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
- Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
- Participate in the development and administration of the warehouse budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
- Participate in the development and administration of the warehouse program budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
- Coordinate warehouse and yard with those of other divisions and outside agencies and organizations; provide staff assistance to higher level management staff; prepare and present staff reports and other necessary correspondence.

Review current and completed work of central and utility warehouse and yard employees to ensure high productivity and efficiency; ensure that appropriate quality standards are maintained; establish safety procedures and guidelines for accident prevention.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of warehouse and stores management.

Supervise and monitor inventory control systems; store and dispose of surplus materials and supplies; reconcile inventory discrepancies.

Coordinate the maintenance and security of the utilities yard and warehouse.

Prepare specifications for the acquisition of new equipment and/or facility operational functions.

Coordinate the loading and fueling of utility field vehicles.

Perform related duties and responsibilities as required.

VI. JOB RELATED QUALIFICATIONS:

Experience: Extensive responsible warehouse, inventory control, and stores management experience and the supervision of stores/warehouse operations employees.

Knowledge of: Operational characteristics, services and activities of electric/water utility warehouse and store operations; modern and complex principles and practices of inventory control including computer control systems; methods of shipping and receiving; equipment, materials and tools used in utility operations; principles of municipal budget preparation and control; principles of supervision, training and performance evaluation; pertinent Federal, State, and local laws, codes and regulations.

Ability to: Manage and coordinate the work of assigned warehouse personnel; select, supervise, train and evaluate staff; interpret and explain City warehouse and stores operations policies and procedures; prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials, community groups, and the general public.

License or Certificate: Possession of, or ability to obtain, an appropriate, valid California driver's license.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.