

Class Code: 684
City of Anaheim
Class Specification

Classification:
UTILITIES YARD WORKING SUPERVISOR

DEFINITION: Under minimal supervision/supervises and participates in a variety of utilities yard duties to ensure utility crews have material and equipment needed to perform assigned tasks.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Performs supervisory duties, confers with line crew supervisor on material charges and special loading requirements.

Operates line trucks, overhead cranes, forklifts, and all related equipment.

Gathers materials needed on work orders and loads respective vehicles.

Unloads and checks materials received from vendors.

Credits into stock materials returned from the field.

Services line trucks with gas and oil using the tanker truck or fuel station.

Maintains security of utilities yard and locks up yard for the night.

Takes physical inventory of stock. Maintains the yard in an orderly fashion.

Reports low quantities of stock or other discrepancies in the inventory.

Performs related duties as required.

MINIMUM REQUIREMENTS:

Experience: Working warehouse experience, with emphasis on work in a electrical and water utility. Warehouse supervision experience in a electrical and water utility is preferred.

Knowledge of: Electrical and water system equipment. Principles of warehousing and inventory control, electrical distribution and operation, supervision. Safety procedures and regulations.

Skill in: Establishing and maintaining effective working relationships; operation of line trucks and auxiliary hydraulic equipment and accurate record keeping and paperwork flow.

Physical Requirements: Ability to use both hands, arms and legs, stoop, bend and lift up to 100 pounds.

License and/or Certification Required: Class B Commercial California Driver's License with tanker, hazardous, air brakes and manual transmission endorsements.

Supervision Received: Works under the technical supervision of the Warehouse Manager who makes assignments and periodically reviews work.

Supervision exercised: Directs, trains and reviews the work of subordinates. Responsible for disciplinary actions and performance reviews but does not hire.

Career Ladder Information: Experience in this class may meet minimum requirements for promotion to Warehouse Manager.

FLSA Designation:

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.