

Job Description

Job Title: Supply & Logistics Supervisor

Supervisor: Coordinator of Print Shop,
Mailroom and Warehouse

Position Code: RN35

Pay Grade: 34

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for the daily supervision and the overall operation of supply services, which include distributing supplies and equipment for the school division. Supervises staff and provides logistics for division wide warehouse, textbooks, surplus and child nutrition. Manages inventories, maintains textbook inventory and transport of items to school division sites.

Essential Duties

1. Supervises daily operations of the warehouse to include all aspects of the supply and warehousing process, textbooks, surplus, and child nutrition.
2. Prioritizes and assigns work orders to staff; supervises, trains, and directs all warehouse personnel.
3. Coordinates the pick up and delivery of supplies for all district locations.
4. Manages material planning and inventory control to minimize stock levels to the greatest extent possible.
5. Monitors stock levels and prepares purchase requisitions when reorder points are reached.
6. Monitors temperatures of coolers and freezers to ensure they are within the required safety zones.
7. Communicates with instructional supervisors, principals, and assistant principals on requests and work orders pertaining to textbooks, furniture, surplus, general supplies, and child nutrition supplies.
8. Logistically processes and assigns work orders to warehouse staff.
9. Pulls, delivers textbook orders, and manages inventory via specific software.
10. Provides staff training on inventory management systems.
11. Provides departmental safety training for couriers and warehouse staff.
12. Monitors the operation of equipment to ensure proper handling practices.
13. Prepares and submits timely state reports.
14. Monitors the delivery of intra divisional mail (Pony), the transfer of loan items between schools and the delivery of food and food products to schools.
15. Fills in for Couriers as needed.
16. Operates material handling equipment (i.e. forklift, motorized pallet truck, hand truck, dollies).
17. Coordinates the relocation of material assigned to specific staff members or programs.
18. Prepares and lists auctions on surplus equipment.
19. Oversees the physical inventory on a daily basis; performs an annual audit on all warehouse inventory and textbook inventory to reconcile at the end of each fiscal year.
20. Manages staff during after hour events to ensure the event is completed and all employees return to the warehouse safely.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Coordinator of Print Shop, Mailroom & Warehouse or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills, And Abilities Required)

Completion of high school or GED with several years of responsible supervisory experience, preferably in supply/warehouse or equivalent combination of experience and training. Must be technologically proficient for purposes of maintaining automated records and reports, training staff on use of computer based inventory management systems. Thorough knowledge of modern storeroom and warehouse techniques and principles; ability to plan and supervise staff. Ability to establish/maintain positive working relationships with all levels of staff in the division, including senior management. Must possess a valid Virginia Commercial Driver’s License (CDL) or must acquire such within 6 months of date of employment. Must also possess an Air Brake Endorsement or must acquire such within 6 months of employment.

Working Conditions and Physical Requirements

Duties are performed in a warehouse environment; operating a motor vehicle; and some work outdoors. While performing the duties of this job, the employee is frequently exposed to loud noise levels; fumes or airborne particles; wet and/or humid conditions; extreme heat and/or cold; moving mechanical parts; vibrations from moving machinery; and toxic/caustic chemicals. The employee is occasionally exposed to outside weather conditions.

While performing the duties of this job, the employee is frequently required to walk; sit; stand; and bend, twist, squat/crouch. The employee is frequently required to lift, move, carry, and push/pull at least 75 pounds; and climb. The employee is required to smell/taste; reach with arms; use hands to finger, handle, or feel; and talk/hear. Specific vision abilities required by this job include depth perception and color determination vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a warehouse environment.

Supervision Exercised: Assigned staff

Supervision Received: Coordinator of Print Shop, Mailroom & Warehouse

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supply & Logistics Supervisor will be required to follow any other instructions and to perform any other related duties as assigned by the Coordinator of Print Shop, Mailroom and Warehouse or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received a copy of this job description and understand the contents.

Employee Name (Print) Signature Date

Revised 2/20 CR