

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## WAREHOUSE OPERATIONS SUPERVISOR

<b>JOB CODE: 69098</b>	<b>PAY GRADE: 12</b>	<b>PAY RANGE: \$40,102 - \$64,162</b>
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### GENERAL DESCRIPTION

Under the general supervision of the Assistant 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

- Trains and supervises members and reviews work and assigns duties of subordinates;
- 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;
- Monitors and gives direction to inmate workers;
- Recommends and implements changes in policy and procedures.
- Responds to department 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;

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- Assists in the preparation and coordination of annual Purchasing Division budget;
- Establishes and implements training programs pertaining to material handling equipment;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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**

- Associate's degree from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education
- Two (2) years' experience in a related field to include the supervision of others
- Or an 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
- 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

## **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.
- Lift up to 100 lbs.
- Frequently bend, squat, climb, reach, kneel, or twist