



OPERATIONS LOGISTICS SUPERVISOR

Job Description
June 18, 2010

Position Summary

Perform responsible supervisory work planning, programming and directing grounds maintenance and distribution activities. Plan, organize and monitor receiving, storage and distribution of all items received, ensuring a smooth and consistent operation so supplies, textbooks and furniture are located and distributed to departments and schools in an effective and efficient manner as needed.

Reporting Relationship

Report to the Facilities and Maintenance Director.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Develop plans to improve efficiency and reduce expenses of the grounds maintenance and distribution functions; establish, implement, monitor and adjust plans as necessary; prepare related reports and recommendations.

Maintain a personnel structure and staffing level to accomplish the warehouse receiving, storage and distribution functions in an effective and efficient manner. Interview and recommend applicants for hire in the warehouse/distribution areas.

Work within district established processes and systems for inventory control and management of assets.

Manage the maintenance of fleet and warehouse equipment and ensure that equipment is kept in safe working order. Develop a preventative maintenance system.

Coordinate delivery routes for the most efficient and productive flow while meeting school/customer needs.

Manage contract services where applicable.

Develop and recommend annual budget requirements, cost estimates and specifications for vehicle and equipment purchases and the Warehouse/Distribution

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Responsibilities (continued)

areas; anticipate and request funding for future inventory, equipment and staff requirements; monitor budget; develop related reports and recommendations.

Ensure the development and implementation of training for school staff on storehouse ordering.

Work with the Human Resource Department to resolve employee issues or disputes; participate in contract negotiations for various collective bargaining units.

Schedule, coordinate and direct the work of all laborers, truck drivers and equipment operators assigned to the Facilities and Maintenance Department.

Supervise the operation and is responsible for the programmed and preventative maintenance of all trucks and powered mechanical equipment.

Develop, program and implement a long-range grounds maintenance plan for all district properties.

Coordinate the City-School District joint use site maintenance agreement and determine reimbursement.

Coordinate with district custodial supervisors to determine separation of duties with respect to receipt of goods at district sites and site specific grounds maintenance.

Develop, program and implement a snow removal plan for all district properties.

Prepare reports and recommendations as requested or directed.

Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment.

Perform other related duties as assigned.

Knowledge, Skills, and Abilities

Thorough knowledge of receiving, warehousing, materials handling, product movement and shipping and distribution operations, policies, procedures, methods and practices.

Considerable knowledge of automated inventory control and billing systems.

Considerable knowledge of scheduling, routing and delivery.

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Knowledge, Skills and Abilities

Considerable knowledge of management and supervisory theories and practices in a unionized environment.

Considerable knowledge of grounds maintenance practices and procedures.

Working knowledge of modern principles and practices of accounting and budget administration.

Considerable ability to develop personnel and equipment structures to support present and further operations.

Considerable ability to interact effectively with a wide range of diverse contacts.

Considerable ability and skill in performing calculations, analyzing data and writing reports and recommendations.

Considerable ability to communicate effectively, both orally and in writing.

Working ability to carry out complex written and oral instructions relating to the practical application of specialized budget and accounting projects.

Minimum Qualifications

Bachelors' degree in business, operations or institutional management or a related field and three years of supervisory experience in warehousing, receiving, inventory control, grounds maintenance or materials management; or five years of supervisory experience in warehousing, receiving, inventory control, grounds maintenance or materials management. Previous experience must include working with automated inventory and billing systems and workflow system design and implementation. (Equivalent combinations of education and experience will be considered.)