

## MATERIALS MANAGEMENT SUPERVISOR

*This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.*

### **DEFINITION**

Under general direction, supervises, assigns, reviews, and participates in the work of staff responsible for providing technical and administrative support related to the activities of materials management and warehouse operations; ensures work quality and adherence to established policies and procedures; performs the most technical and complex tasks relative to assigned area of responsibility; and performs duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned managerial staff. Exercises direct supervision over assigned technical and/or administrative support staff.

### **CLASS CHARACTERISTICS**

This classification is the supervisory level class within the materials management division workgroup, exercising independent judgment on diverse and specialized materials management and warehousing functions with significant accountability and ongoing decision-making responsibilities associated with the work. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas. This class is distinguished from the Finance and Procurement Manager in that the latter has full management authority in planning, organizing, and directing the full scope of assigned divisions within the department.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.*

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for materials management and warehousing services and activities including shipping and receiving activity, inventory control, remote warehousing services, surplus disposition, asset tracking, physical inventories, cycle counting program, uniform program, inventory security issues, and updates in the computerized record keeping system.
- Provides leadership, guidance, and training to less experienced staff; promotes individual growth and development in the performance of work assignments in areas of responsibility.
- Establishes schedules and methods for providing materials management and warehousing services; identifies resource needs; reviews division needs with appropriate management staff; allocates resources accordingly.
- Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.

- Recommends and assists in the implementation of goals and objectives; identifies operational issues and develops strategies for resolution; coordinates with team members to develop and implement approved policies and procedures.
- Participates in the selection of warehouse staff; provides or coordinates staff training; evaluates employee performance; works with employees to correct deficiencies; implements discipline procedures.
- Participates in the preparation and administration of assigned program budget; submits budget recommendations; monitors expenditures.
- Supervises and coordinates the receipt and checking of incoming supplies, materials, and equipment to ensure proper count, weight, and identification; supervises the preparation and processing of required documentation; coordinates with personnel to resolve discrepancies such as shortages, damages, and incorrect materials; supervises the routing and dispatch of received goods to proper storage or appropriate OC San departments.
- Supervises the issuance of stock to requestors; ensures that all established procedures are followed, and documentation is prepared and processed.
- Performs inventory control and asset tracking functions including maintenance of inventory and asset tracking records and assignment of new stock and tag numbers to new items being added to inventory; establishes minimum and maximum levels and reorder points for standard items and disposition of obsolete items.
- Conducts periodic physical inventories; assumes responsibility for maintaining cycle count process; assumes responsibility for all discrepancies in inventories; assumes responsibility for maintaining required accuracy levels.
- Coordinates the employee uniform program; prepares scope of work for uniform contracts; coordinates the bidding and awarding of the uniform contract; assumes responsibility for purchasing or negotiating for uniforms outside the normal contract; oversees the weekly operations of the uniform program.
- Oversees the surplus property program; assumes responsibility for all surplus property; maintains accurate records of items to be sold or auctioned; coordinates the re-issue of property surrendered by divisions.
- Establishes and coordinates preventive maintenance programs on all warehouse equipment.
- Collaborates with materials management and Operations and Maintenance to ensure policies and procedures support efficient operations.
- Performs the more technical and complex tasks of the work unit; prepares analytical and statistical reports on operations and activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the materials management field; researches emerging products and enhancements and their applicability to OC San needs.
- Ensures compliance with all safety program rules, procedures, and protocols; ensures subordinates follow safety policies in work methods and procedures; enforces proper safety precautions while working in dangerous situations; educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment.
- Performs duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Principles and practices of budget development, administration, and accountability.

- Business operations, services, and activities of a materials management program and the materials, supplies, and equipment typically used in construction, maintenance, and operation of wastewater facilities.
- Methods and techniques of conflict resolution and negotiation.
- Advanced principles and applications of critical thinking and analysis.
- Techniques for effectively representing OC San in contacts with governmental agencies, community groups, and various business, professional, educational, and regulatory and legislative organizations.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Effectively communicate, negotiate, resolve conflict, and influence behavior at all levels both internally and externally.
- Apply critical thinking and analysis to a broad range of situations and in decision-making and problem-solving.
- Oversee administration of materials management programs and activities.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Investigate and develop new sources of supplies.
- Understand, interpret, apply, and ensure compliance with all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Effectively represent the department and OC San in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, procedures, scope of work, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, legal, and procedural guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Employment Standards:**

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education with major coursework in business or public administration, or a related field.
2. Six (6) years of progressively responsible work experience in materials management, inventory control, and warehousing, which may include two (2) years of lead or supervisory experience.

**Licenses and/or Certifications:**

None.

**Disaster Service Workers:**

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

**PHYSICAL DEMANDS**

- Mobility to work in a standard office setting and use standard office equipment, including a computer, as well as work in a standard warehouse setting and work with and around a variety of equipment, parts and inventory. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 35 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

**ENVIRONMENTAL ELEMENTS**

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, and chemicals.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**OTHER REQUIREMENTS**

- May be required to work extended hours, including nights, weekends, and holidays when necessary.
- Probationary Period: All OC San employees, except classifications considered "at-will", are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve "at-will" and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San's pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.