

SUPERVISOR OF STOCK WORKERS

Duties and Responsibilities

This class of positions encompasses supervisory work of varying degrees of difficulty with regard to the operation of a storehouse, storage yard, storage unit, stores division or a section thereof. There are three Assignment Levels within this class of positions. All personnel may perform the duties of subordinates; may assume the duties of the supervisor in the temporary absence of that individual, or may serve as principal assistant to the supervisor. All personnel perform related work. The following are typical assignments within this class of positions.

Assignment Level I

Under direction, supervises: a major section of a storehouse or an equivalent storage unit; or the stores division of a small city hospital. Performs equivalent supervisory tasks in the field. Is responsible for the receipt, classification, storage, care, distribution, requisitioning and inventory of materials, tools, supplies and equipment. Supervises and assigns work to subordinate employees.

Supervises the maintenance of perpetual inventories, checking uniformity and accuracy of postings. Prepares requisitions for stock replacement. Develops methods and procedures for handling and storing stock. Prepares lists of surplus, obsolete or obsolescent materials and arranges for their transfer or other disposition. Takes necessary precautions to protect stock from deterioration or spoilage.

Supervises loading, unloading and dispatching of trucks. May, when necessary, load and unload at the storehouse and at the point of pick-up, delivery or distribution. For this purpose, may travel to point of pick-up, delivery or distribution. Also, operates equipment necessary to perform loading and unloading.

SUPERVISOR OF STOCK WORKERS (continued)

Assignment Level I (continued)

May prepare data for budget estimates for materials, tools, supplies and equipment.

Performs field work by visiting, inspecting, instructing, and advising stores personnel at various locations on the storage, distribution, inventory control, etc., of materials, supplies and equipment.

Contacts vendors and discusses deliveries, shipments, and amounts of shortage, etc.

Keeps records and prepares reports.

Assignment Level II

Under general direction, supervises a small to moderately large storehouse or storage yard or the storekeeping activities of a moderately sized city hospital. Supervises and is responsible for the receipt, classification, storage, care, distribution, requisitioning and inventory of materials, supplies, and equipment in a small to moderately large storehouse or storage yard, a major division of a very large storehouse or the storekeeping activities of a large city hospital.

May supervise loading, unloading and dispatching of trucks.

Plans procedures and methods relating to inventory, delivery, storage, shipment, safety practices and fire prevention. Recommends modifications of minimum and maximum stock levels on the basis of previous consumption and present orders.

SUPERVISOR OF STOCK WORKERS (continued)

Assignment Level II (continued)

Allocates storage space, coordinates procurement of supplies and makes recommendations regarding disposal of surplus or waste material. Makes recommendations and suggestions on problems relating to space, trucking, stock control and personnel.

Meets with subordinate supervisors or section heads to discuss problems relating to effective storage. Coordinates field work operations in storekeeping, supervising field storekeepers and offering guidance and advice on inventory, delivery, storage, shipment and safety. Analyzes records and prepares reports.

Assignment Level III

Under administrative direction, supervises and is responsible for all of the storekeeping activities of a large storehouse, or supervises a major organizational segment of a very large storehouse; or supervises all of the storehouses of a City agency having a large storekeeping program; or acts as principal assistant to an Administrative Storekeeper.

Coordinates all stores activities internally and with relation to those of procurement agencies. Is responsible for the maintenance of storehouse structures and equipment, the introduction of more efficient procedures, methods and equipment. Conducts general inspections and spot checks maintenance of inventories and other storehouse activities.

Acts as liaison between the storehouse and other departments of the same agency as well as vendors and other City agencies. Holds meetings with subordinates and conducts training. Evaluates personnel and makes recommendations concerning labor relations problems. Prepares reports and keeps records. Reviews requisitions and purchase orders prepared by subordinates for stock replacement; reviews reports prepared by subordinates.

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CODE NO. 12202

STORES OCCUPATIONAL GROUP [256]

SUPERVISOR OF STOCK WORKERS (continued)

Qualification Requirements

1. Two years of full-time satisfactory experience performing storekeeping activities, at least one year of which must have been in a supervisory capacity.

Direct Lines of Promotion

From: Stock Worker (12200)

To: Administrative
Storekeeper (M 10038)