ASHEVILLE, NORTH CAROLINA

Classification Specification

Supervisor, Stockroom
Job Code: 4220
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to supervise the day-to-day operations and staff involved in maintaining and issuing inventory of fuel, parts, and supplies for the Fleet Division.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and updates and maintains

department standard operating procedure manuals.

Maintains fuel levels at fueling sites: checks fuel tank levels; coordinates the ordering and receipt of incoming fuel; and processes and maintains records and documentation regarding fuel consumption, purchase orders, and fuel inventory.

Processes parts requests from Division staff: receives parts orders or work orders; reviews product or service requirements, including make and model of vehicles, etc.; verifies part numbers; checks stock; and supervises and participates in the retrieval and issuing of parts and supplies, include safety and personal protective equipment.

Orders parts and supplies: ensures adequate inventory to complete work activities; researches supply sources; secures price quotes; places orders with vendors; monitors outstanding orders; checks status of parts on order; makes follow-up calls to vendors to expedite deliveries; and maintains performance records for vendors.

Performs inventory control: receives parts; reviews invoices; verifies correct parts and quantities are received; places parts in correct location in storeroom; updates inventory records in database, including obsolete or discontinued parts; and performs inventory counts and spot checks to ensure accuracy of inventory records.

Performs related duties in support of Division operations: provides fuel keys for new vehicles or new employees, including adding required information into fuel system and updating fuel keys with correct mileage; creates City logo and number decals for new vehicles or to replace damaged or missing decals; picks up and delivers parts and vehicles; or other duties as assigned.

Operates and maintains a variety of equipment and tools to complete work activities, such as City vehicles, forklift, pallet jack, bench grinder, vinyl cutter, or other equipment and tools.

Communicates with supervisor, subordinates, other City employees, vendors, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, billing invoices, price quotes , fuel reports, electrical/part diagrams, inventory reports, timesheets, purchase requisitions, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Automotive Services, Business, or a related field required; supplemented by three years of experience in automotive maintenance and repair, inventory control, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain forklift certification.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, temperature and noise extremes, hazardous materials, toxic agents, fire, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, animal/wildlife attacks, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.