

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Assistant Parts/Materials Supervisor		
<b>Job Code:</b>	TC5030	<b>Job Family:</b>	Technical/Para-Professional
<b>Pay Grade</b>	509	<b>Date Reviewed:</b>	06/11/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Coordinates warehouse program activities and operations within an assigned department or division. Provides complex staff assistance to higher level supervisory or management staff.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Assists in supervising and coordinating warehouse program activities and operations within an assigned department or division including field operations, wastewater, equipment services, general services and telecommunications.
2. Assists in directing, coordinating and reviewing the work plan for warehousing services and activities. Assigns work activities and projects and monitors work flow. Reviews and evaluates work products, methods and procedures. Meets with employees to identify and resolve problems.
3. Continuously monitors and evaluates quality, responsiveness, efficiency and effectiveness of purchasing and warehousing programs, delivery methods and procedures. Works with employees to improvement purchasing or warehousing program services.
4. Participates in development and administration of assigned program budget. Forecasts funds needed for staffing, equipment, materials and supplies. Monitors and approves expenditures and recommends adjustments as necessary.
5. Coordinates purchasing or warehousing activities with those of other divisions and outside agencies and organizations. Manages all aspects of contract renewals or rebids. Purchases items for emergency or non-stocks to assist Parts Expeditors.
6. Provides inventory oversight by checking employee daily counts and performing year end Warehouse total counts for comparison with Warehouse software totals.
7. Performs administrative duties; serves as credit card coordinator; and, assists statement reconciliation. Provides record management according to City policy.
8. Performs warehouse duties supplying parts and equipment to City crews.
9. Performs other related duties as required.

10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**

- Pertinent Federal, State and local laws, codes and regulations.
- Purchasing policies and procedures.
- Equipment including computers and supporting word processing and spreadsheet applications.
- Warehouse functionality.
- Current Warehouse inventory control City software and scanner gun operation.
- Bidding process and rules and regulations.
- Invoicing, bill identification payment and contracts.
- Traffic related parts and materials.
- Service Contracts.
- Credit cards and P-Card procedures.

- **Skill in:**

- Budgets and estimation of expenditures.
- Organization.
- Time management.
- Warehouse aisle and bin locations.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Assist in implementation of services and activities of a comprehensive warehousing program.
- Assist in supervising, directing and coordinating the work of subordinate employees.
- Assist in selecting, supervising, training and evaluating subordinate employees.
- Pull orders and stock materials and supplies.
- As assigned, perform purchasing activities.
- Apply purchasing principles and practices.
- Negotiate with vendors and suppliers.
- Read and understand contracts.
- Perform cycle counts and maintain inventory control.
- Prepare and maintain detailed and accurate purchasing records.
- Interpret and explain City purchasing and inventory policies and procedures.
- Prepare clear and concise reports.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

HS Diploma/GED supplemented by specialized training in accounting, business administration, purchasing or related field and three years of responsible purchasing, materials management or inventory control experience, including one year of administrative and/or lead supervisory experience.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

As assigned, possession of, or ability to obtain, an appropriate fork lift certificate.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.