

City of Fort Worth, Texas Job Description

Classification Title	Parts/Materials Supervisor		
Job Code:	PR1981	Job Family:	Professional
Pay Grade	608	Date Reviewed:	07/14/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Supervises and coordinates the services and activities of a comprehensive procurement, warehousing and inventory management program in an assigned department or division. Coordinates assigned activities with other divisions, vendors, outside agencies and the general public; provides 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. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Participates in the development and implementation of goals, objectives, policies and priorities. Recommends and implements resulting policies and procedures.
3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; and implements improvements.
4. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned programs, services, delivery methods and procedures; and works with employees on the continuous improvement of assigned services.
5. Manages warehouse operations, facility maintenance and repair, contracts and risk management.
6. Prepares and reviews specifications; develops and solicits bids; reviews and makes recommendations on contract award; and conducts formal bid opening, as designated.
7. Provides assistance to assigned department staff in purchasing policies and procedures and developing specifications and requests for proposals.
8. Coordinates introduction, design and implementation of computer systems in assigned area, including bar codes and order/inventory tracking systems.

9. Evaluates new services or products offered to the City by vendors and suppliers; makes recommendations on purchase for specific areas; solicits quotes; and researches prices for materials and supplies required by assigned department.
10. Monitors stock records to ensure inventory is within established guidelines; and reviews daily inventory cycle counts, monthly inventory interfaces and annual year end audit count.
11. Provides staff assistance to higher level supervisory or management; participates on a variety of committees; and prepares and presents staff reports and other correspondence as appropriate and necessary.
12. Coordinates purchasing or warehousing activities with those of other divisions and outside agencies and organizations.
13. Performs other related duties as required.
14. 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:**
 - Operational characteristics, services and activities of a comprehensive warehousing program in assigned department or division, including inventory management, procurement, disbursement, purchasing and related activities.
 - Modern and complex principles, practices, methods and techniques of purchasing, warehousing and inventory control.
 - Functionality of warehousing, facility maintenance, risk management, damage assessment, contracts and purchasing.
 - Methods and techniques of negotiating with vendors and suppliers.
 - Methods and techniques of supervising warehouse and inventory operations.
 - Methods and techniques of negotiating and evaluating purchased services.
 - Specification writing.
 - Market trends and conditions.
 - Warehouse stock and tracking systems.
 - Principles of supervision, training and performance evaluation.
 - Office equipment including computers and supporting word processing and spreadsheet applications.
 - City purchasing policies and procedures.
 - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
 - Customer service.
 - Interpersonal relations.
 - Analytical thinking.
 - Basic math.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.

- Implement services and activities of a comprehensive purchasing or warehousing program in assigned department or division.
- Select, supervise, train and evaluate subordinate employees.
- Recommend and implement goals and objectives for providing effective purchasing, warehousing or inventory control services.
- As assigned, perform purchasing or technical specification writing activities.
- Evaluate the quality and price of products to judge suitability of goods and alternatives offered.
- Develop new sources of supply.
- Apply purchasing principles and practices.
- Negotiate with vendors and suppliers.
- Read and write warehouse stock specifications.
- 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

Associate's degree from an accredited college or university with major course work in business administration, purchasing, accounting or related field and four 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.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.