

SUPERVISING STOCK HANDLER

Code No.: 920245
5-19-063

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a working supervisory materials management position involving coordination and performance of warehousing operations such as receiving, processing, storing, disbursing, distributing, and shipping of stock. Although the Supervising Stock Handler supervises stock issuance, the position focuses on manual labor activities such as supervising loading and unloading bulk stock, transporting bulk stock to storage, and transporting bulk stock to the shipping area. Employees of this class may be required to lift stock with an average weight of fifty (50) pounds. This position is distinguished from its counterpart, Supervising Stock Clerk, by absence of responsibility for purchasing stock and by the emphasis on handling of bulk stock. Work is performed under general supervision of a higher ranking administrator. Direct supervision is exercised over stock clerks, stock handlers, truck drivers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and performs warehousing activities such as receiving, processing, storing, disbursing, and shipping of stock;

Supervises and checks packing slips against purchase orders and purchase specifications to verify proper quantity and proper product;

Supervises and checks condition of incoming shipments;

May contact vendors regarding discrepancies and damages;

Selects and directs the location and method of storage of stock in units of delivery or units of issue;

Supervises and pulls stock stored in units of delivery for transport to open stock (units of issue);

Supervises and pulls stock stored in units of issue and units of delivery for filling stock orders;

Supervises and places skids with completed orders at loading site for daily deliveries;

May assist in loading and unloading trucks;

May maintain files of purchase orders and invoices pending receipt of entire order;

Schedules, supervises, and loads delivery trucks with daily shipments placed in order of trip delivery schedule;

Inspects daily stock on hand to determine reordering needs;

Writes stock order requests for submission and action by more senior storehouse personnel;

Sets up, supervises, and takes annual physical inventory of stock;

Supervises maintenance of safe and clean work areas;

May unlock storehouse;

Maintains proper work coverage by employees;

May drive delivery route in emergency situation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of materials management including receiving, processing, storing, issuing, and distributing; good knowledge of the techniques of inventory control; ability to plan, assign, and supervise the work of others; ability to check shipments for discrepancies, damage, and non-conformance with purchase orders and purchase specifications; ability to coordinate delivery schedules; ability to direct the loading of trucks; ability to determine stock reorder needs; ability to follow oral directions; ability to maintain records of shipments received and delivered; ability to lift stock with a minimum weight of fifty (50) pounds; good judgement; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time experience or its part-time equivalent in warehousing (stock handling or stock issuing) or in materials management.

Where education is below the minimum specified, additional experience as described may be substituted on a year-for-year basis.

SPECIAL REQUIREMENT: Possession of a valid New York State Class V

Driver Operator license at the time of appointment.

Formerly: Storehouse Foreman

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Adopted: June 20, 1980

W.P.