

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

WAREHOUSE MANAGER - 1269

DEFINITION:

Under general direction, to supervise and coordinate the daily warehouse activities of several City storage facilities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises the receiving, storing, shipping, ordering, and issuing of supplies and materials in several storage facilities, and maintains manual and computer records documenting these activities;
- Supervises and oversees daily warehouse inventory counts, and the annual inventory audit process; ensures warehouse stock is hand counted, verified within the system, and any discrepancies are researched and documented;
- Creates and maintains standard operating procedures and processes to accommodate daily needs and staffing;
- Maintains adequate stock levels;
- Plans materials layouts at storage facilities;
- Prepares budget estimates of supplies and needed equipment;
- Contacts vendors and user departments to coordinate deliveries and correct errors;
- Provides price, supply, and catalogue information to user departments;
- Reviews past usage of supplies and determines usage rates, future needs, and reorder points;
- Determines obsolete stock and works with user departments to determine disposition of surplus and salvage materials, and arranges for disposal;
- Supervises adherence to safety rules, regulations, and requirements related to storeroom procedures, equipment, and the handling of hazardous materials;
- Oversees the delivery of materials to warehouses and facility locations; ensures materials are loaded on to vehicles, properly secured, delivered in a timely manner, and properly transferred in the computer system;
- Resolves stock discrepancies and inquiries by contacting vendors and/or other City department personnel;
- Arranges and conducts auctions;
- Prepares reports and correspondence;
- Maintains records and a centralized warehouse system;
- May operate forklifts, pallet jacks, and hand trucks;
- Selects, trains, and evaluates the work of warehouse staff.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as a Storekeeper II with the City of San Diego; **OR** two years of full-time experience performing storeroom or warehouse operations including the storage, maintenance, and ordering of materials, supplies, and equipment. Qualifying experience must include one year of full-time experience supervising the activities of personnel engaged in receiving, storing, and issuing materials, supplies, and equipment. Possession of a valid California Class C Driver's License may be required.