

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 employment in the class. These are re-evaluated each time the position is opened 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.**

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 License.