

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i>	Warehouse Supervisor	<i>BOT Date:</i>	10/1/96
<i>Level:</i>	J	<i>FLSA Status:</i>	Non-exempt
		<i>Class Code:</i>	N1017
		<i>Adm. Rev:</i>	2/19/09

### GENERAL DESCRIPTION

Oversees and maintains College warehouse to ensure accurate and adequate amount of stock. Receives College property and delivers as appropriate. Maintains accurate and current inventory and record of warehoused items.

### KEY RESPONSIBILITIES

### % OF TIME

	KEY RESPONSIBILITIES	% OF TIME
1.*	Completes daily requisitions.	25%
2.*	Monitors all stock items and projects minimum/maximum usage.	10%
3.*	Receives and inspects all items delivered to warehouse.	15%
4.*	Reorders all stock items to include contacting companies for price quotes.	10%
5.*	Inputs all warehouse transactions on computer.	10%
6.	Performs monthly inventory of all warehouse items.	5%
7.	Picks-up all items to be stored for College organizations, for auction, etc.	10%
8.	Maintains accurate and current files on all transactions.	5%
9.	Oversees, assigns and reviews the work of assigned employees. Also meets with sales representatives.	5%
10.	Picks-up and transports various items between campuses.	5%
11.	Performs other similar and related duties as assigned.	

\* Indicates an "essential" job function.

Position Title: Supvr, Warehouse	Class Code: N1017	Position Level: J
<b>KEY JOB REQUIREMENTS</b>		
<i>Formal Education:</i>	Vocational or Technical School required. Forklift certification and valid driver's license required.	
<i>Work Experience:</i>	2 to 3 years.	
<i>Planning Scope:</i>	One to Three Weeks: Plan events that are expected to occur in the next one to three months or on a quarterly basis.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the unit or small group.	
<i>Impact on Budgets:</i>	Incidental: Provide incidental services indirectly related to the use or misuse of the expenses or revenues.	
<i>Impact on Grant Funds:</i>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	No impact on revenues.	
<i>Impact of Decisions:</i>	Decisions and impact are normally limited to my position.	
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where basic analytic ability is required. Answers are usually found by selecting from specific choices defined in work policies or procedures.	
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary.	
<i>Problem Solving:</i>	Problems generally involve the selection of standard procedures. Answers are usually found by selecting from specific choices defined in standard work policies or procedures.	
<i>Internal Contacts:</i>	Regular contact within the department and periodic contacts with other departments, supplying or seeking information on specialized matters.	
<i>External Contacts:</i>	Regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.	
<i>Level of Supervisory Responsibility:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is primarily technically oriented or complex.	
<i>Job-Related Knowledge:</i>	Advanced Skills: Able to read reference materials, obtain information and/or perform intermediate mathematics. Prepares letters and/or reports, following policies and procedures. Performs typing, word-processing, bookkeeping, checking of records and posting of information to a database/spreadsheet. Able to operate various standard office machines.	
<i>Innovation/Creativity:</i>	Work requires improving methods or procedures affecting delivery of service to selected customers or students or the completion of small projects.	
<i>Working Conditions/Physical Effort:</i>	Work requires extreme physical exertion and/or physical strain to the point of physical fatigue. Work environment involves exposure to job hazards where there is a high possibility of injury.	