

NEW CASTLE COUNTY GOVERNMENT

Number 0085

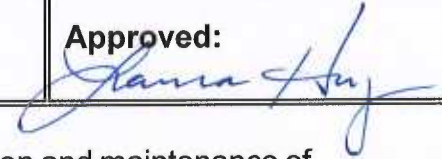
CLASS SPECIFICATION

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Date 12/17/13

Title: CENTRAL RECEIVING SUPERVISOR

Approved:



GENERAL STATEMENT OF DUTIES: Supervises the daily operation and maintenance of the County's warehouse and storage area by receiving, storing, and issuing supplies, tools, and other materials; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the daily operations of all activities of the County's warehouse and storage area. This employee works under general supervision and supervises subordinate staff.

EXAMPLES OF WORK: (Illustrative Only)

- Supervises the receipt, issuance, and storage of equipment;
- Coordinates the efficient utilization of space and mechanical handling of equipment, ensuring quality and environmental objectives are met;
- Enforces the policies and procedures of the warehouse;
- Reviews purchase orders and recommends authorization for payment;
- Investigates complaints regarding warehouse activities, delays, or problems;
- Operates a fork lift truck or front-end loader;
- Conducts inventory on a recommended basis;
- Maintains all appropriate records and receipts;
- Utilizes telephone and email to communicate with vendors, employees and managers;
- Maintains standards of health, safety and security in the warehouse; for example, ensures that chemicals are stored safely;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the procedures for receiving, storing, and issuing large quantities of equipment and supplies; knowledge of policies and procedures of the warehouse; ability to maintain accurate and precise inventory records; ability to communicate courteously and effectively, both verbally and in writing; ability to lift heavy objects.

MINIMUM QUALIFICATIONS: At least three (3) years of experience operating a mid to large size warehouse, to include one (1) year of supervisory experience, and possession of a high school diploma or GED.

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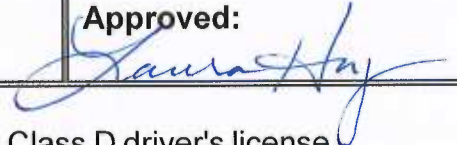
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ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent. Must pass a Class II County physical examination and background check.

HISTORY OF REVISIONS:

Established: 11/01/97
Revised: 09/01/99
Revised: 11/01/03
Revised: 04/06/04
Revised: 12/17/13