

CITY OF CHATTANOOGA

Classification Specification Title: Warehouse Supervisor (Wastewater)

Department: Wastewater

Pay Grade: WWFG.09E

Supervision Received From:

FLSA Status: Exempt

Supervisory Responsibility For:

Established: 6/09/23

**Revision Dates: 4/4/25;
12/11/23; 10/20/23**

CLASSIFICATION SUMMARY:

Lead a team of Inventory Coordinators/Inventory Technicians responsible for operating material handling equipment and performing tasks to include loading, unloading, scanning, moving, staging, storing, locating, relocating, and stacking materials/products. Incumbents in this classification are responsible for coordinating and supervising operations of the warehouse at the Moccasin Bend Wastewater Treat Plant including coordinating warehouse staff, and overseeing work activities. Completes various supervision, organization, and planning tasks to maintain high performance of the warehouse's storage and shipment processes. Supervises and assists in performing support and operational system functions that contribute to overall business operations. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL: This is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; participates in the hiring process; conducts or coordinates training activities.

Develops warehouse operations systems by determining product handling and storage requirements; developing, implementing, enforcing, and evaluating policies and procedures; developing processes for receiving product and inventory management.

Develops warehouse design by planning layout, product flow, and product handling systems.

Develops warehouse operations system improvements by analyzing process workflow, manning and space requirements, and equipment layout; implementing changes.

Maintains safe and healthy work environment by establishing, following, and enforcing standards and procedures; complying with legal regulations.

Lead physical inventories and cycle counts, ensuring proper stock rotation, disposal of unused/obsolete materials/products, and maintaining accurate inventory records in the warehouse management system.

Run inventory reports to conduct reconciliations with physical inventory.

Identify capability gaps and conduct training to close them.

Audit and report inventory while making recommendations on which items to order and restock.

Establish warehouse practices and protocols to achieve an efficient warehouse.

Monitor workplace performance and lead training initiatives to further develop employees.

Attends and participates in meetings with employees, department/City personnel, contractors, vendors, or others as appropriate.

Communicates with other departments to ensure appropriate stock items are kept on hand and ordered parts and equipment are received and delivered in a timely manner.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure the safety of employees and other individuals; ensures compliance with established quality standards; initiates any actions necessary to correct deviations or violations.

Coordinates daily work activities; organizes/prioritizes projects and makes work assignments; consults with assigned staff; assists with complex/problem situations and provides technical expertise.

Performs administrative work associated with supervision of projects; reviews/processes employee timesheets; reviews/approves leave requests; maintains operation files and historical data on operations; prepares periodic progress reports; completes required forms and paperwork; provides budgetary input; assists in developing long-term plans/goals for the assigned area.

Monitors inventory of department equipment, materials, tools, and supplies; researches sources, prices, and quality of various equipment, materials and supplies, initiates requests/orders for new or replacement items.

Receives various forms, reports, correspondence, work orders, purchase vouchers, invoices, timesheets, leave requests, attendance records, accident reports, job specifications, blueprints, architectural drawings, manuals, catalogs, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, database, email, and other programs.

Communicates with supervisor, employees, other departments, engineers, consultants, contractors, vendors, and other individuals as needed to coordinate work activities, review the status of work, exchange information, or resolve problems.

May monitor compliance with applicable codes, laws, rules, regulations, standards, policies, and procedures related to employees, safety, and government requirements.

May coordinate, monitor, and provide technical assistance to external contractors. Evaluates the work of external contractors and initiates payment requests.

May review and analyze a variety of reports, logs, operational data sheets, charts, diagrams, invoices, laboratory data, drawings, specifications, manuals, and/or other applicable items.

Uses, carries, and answers a cell phone for business purposes as determined by the assigned job duties and the Department Head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

This position is deemed essential during inclement weather situations, and must report to or remain at work, even when administrative closings are announced, as determined by the Department Head.

MINIMUM QUALIFICATIONS: High School Diploma or General Education Diploma GED; supplemented by vocational/technical training in equipment operation and maintenance work in the area of assignment; five (5) years of experience in a warehouse; and three (3) years of supervisory experience. Or any combination of relevant education and experience to perform the essential functions of this position will be considered.

LICENSING AND CERTIFICATIONS: A valid Driver's License. Forklift Operator Certification within 6 months from date of hire.

SUPPLEMENTAL INFORMATION:

KNOWLEDGE AND SKILLS: Knowledge of warehouse process flow, inventory processes and tools, material/product safety/security norms and regulations, and good knowledge and ability to run reports and analyze data.

Knowledge of supervisory principles; applicable federal, state, and local laws, ordinances, codes, rules, regulations, standards, policies, and procedures; occupational hazards and related safety

precautions; industry standards and specifications; recordkeeping principles and budgeting principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and prioritizing work; developing and administering budgets; inventorying and purchasing materials, equipment, supplies; interpreting and applying policies, procedures, codes, laws and regulations; analyzing situations, identifying alternative solutions, projecting consequences of actions and implementing recommendations; handling multiple tasks simultaneously; investigating and resolving potentially hazardous situations; training staff on work methods and procedures; operating applicable tools and equipment of the trade; preparing and maintaining a variety of reports and records; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT: Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, oils, extreme temperatures, and infectious diseases.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

This position requires a pre-employment background drug testing, and lift test.

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.