

JOB DESCRIPTION

TITLE SUPERVISOR OF CENTRAL SERVICES

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree in Business Administration or other related discipline from a four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Basic computer skills required (i.e., ability to use email).
Language Skills	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees or organizations.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inferences, and fundamentals of algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 70 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Director of Maintenance and Operations

GENERAL RESPONSIBILITIES

1. Directs the activities of the personnel assigned to Central Services and Maintenance warehouses.
2. Evaluates, hires and applies progressive discipline as required for all employees.
3. Schedules and maintains inventory control. Conducts the annual inventory of items at the surplus and Maintenance warehouses.
4. Coordinates and conducts the sale of all approved surplus equipment.

SPECIFIC RESPONSIBILITIES

1. Supervises all Warehouse Deliverymen in the pickup and transportation of surplus property.
2. Develops and maintains work and delivery schedules to insure the timely pickup/delivery of supplies and equipment.
3. Utilizes the Elations work order system for work and supply requests.
4. Establishes or approves procedures for controlling warehouse and truck inventory.
5. Reviews and approves all warehouse stock inventory invoices. Assists state auditor with warehouse and fleet inventory audit compliance.
6. Ensures all surplus property containing a property record number is properly documented and stored at the warehouse.
7. Works with and assists District REMLO in the pickup, filing and storage of District records.
8. Supervises and maintains pony mail delivery service for the District.
9. Conducts safety meetings for warehouse personnel on a monthly basis.
10. Coordinates and maintains the sale of approved surplus property on an eBay account.
11. Conducts annual District surplus sale.
12. Performs other duties as assigned.