



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Warehouse Supervisor
Payroll/Personnel Type:	12 Month
Reports to:	Building Commissioner or Designee
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

Perform the duties required to maintain efficient warehouse operation, which includes the requisition, receipt, check and storage of material and supervision of warehouse personnel; maintain inventory of raw material warehouse.

Essential Functions:

- Supervise warehouse personnel, to include training, analyzing and resolving work problems or assisting in solving work problems
- Approve personnel actions such as hiring, rate increases, promotion and disciplinary measures
- Conduct performance evaluations
- Requisition material based on anticipated needs and inventory levels
- Receive material, perform quality checks and input delivery tickets for acceptable items
- Determine needed tool crib parts and place order with approved vendors
- Maintain the inventory tracking system by performing or directing duties to add, remove, transfer or hold materials
- Pull inventory information from the tracking system for routine and special reporting needs
- Maintain general operating budget and the Buildings and Grounds tool crib budget
- Research part numbers and possible sources for obsolete and hard-to-get parts
- Communicate with vendors regarding needs, problems, errors, etc.
- Coordinate material needs with various foremen and order material to support current and anticipated projects
- Schedule driver deliveries based on anticipated timeframes and material requests
- Respond to buyer inquiries regarding purchasing needs, storage or other warehouse related issues
- Unload materials delivered by truck and store appropriately
- Issue raw material/tool crib parts to tradesmen
- Perform related duties or special projects
- Must maintain a valid driver's license

Knowledge, Skills, and Abilities:

- Ability to apply principles of logical thinking to define problem, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others
- Ability to initiate action and resolved problems

Experience:

- Broad specialized training equal two years of college, preferably in Inventory or Warehouse Management

