



Office of Human Resources  
Stockroom Supervisor - CJ2604  
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### General Statement of Duties

Supervises a stockroom and staff procuring and distributing a variety of supplies, materials, parts, and equipment.

### Distinguishing Characteristics

The class of Stockroom Supervisor is distinguished from the class of Stockkeeper who contacts vendors, researches, orders, and receives stock items and maintains an inventory control system for a variety of supplies, materials, parts, and equipment used by city agencies. It is distinguished from Stockroom Manager who supervises the work of subordinate supervisors and employees involved in the distribution of a variety of supplies, materials, parts and equipment. It is distinguished from Aviation Materials Administrator who has responsibility for supervising first-level supervisors and managing the inventory and receiving operations of supplies and materials, including exception handling, for Denver International Airport.

### Level of Supervision Exercised

Supervises two or more full time employees that do not supervise.

### Essential Duties

Ensures stock and nonstock items are requisitioned, received, and distributed as requested.

Performs cyclic inventory on a monthly basis and ensures proper inventory for current and projected usage.

Generates reports for management tracking usage and value of items received and issued using basic computer spreadsheet/database software and/or enterprise inventory management software.

Tracks status of special orders necessary for completion of significant organizational projects.

Develops or modifies work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Implements safety standards and develops procedures to ensure compliance.

Implements and interprets policies and procedures developed by higher-level managers or supervisors. Assists in developing, recommending and coordinating the implementation of new procedures for the assigned functions or unit.

By position, may be required to be on-call to address emergent needs.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

**Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Influencing** - Collaborates with, persuades and influences others.

**Reading** - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

**Technical Competence** – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Written Communication** – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### Knowledge & Skills

Knowledge of ordering and controlling supplies sufficient to be able to evaluate and estimate usage rates, storage problems and values

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations

Knowledge of computers, basic spreadsheet/database software and/or enterprise inventory management software.

### Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### Experience Requirement

Two (2) years experience in the receiving, stocking, issuing and inventory record keeping of parts, equipment, supplies, or materials, which must have included one year of stock ordering responsibility.

**Education & Experience Equivalency**

Additional appropriate experience may be substituted for the minimum education.

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Temperature Changes: Variation in temperature from hot to cold when works in the field.

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Subject to pressure for multiple calls, inquiries, and interruptions.

Subject to long, irregular hours.

Subject to injury from moving parts of equipment or vehicles.

Subject to hazards of flammable or explosive gases.

Subject to burns and cuts

Personal Safety: aware of surroundings, people, and events.

Occasional pressure due to multiple calls and inquiries.

Noise: Sufficient noise to cause distraction or possible hearing loss.

Handles emergency or crisis situations.

Handles absentee replacement on short notice.

Potential exposure to housekeeping/cleaning agents/chemicals.

Potential exposure to hot and humid work environment.

Potential exposure to hazards from electrical/mechanical/power equipment.

Potential exposure to heat temperatures

Potential exposure to hazardous/toxic chemicals.

Potential exposure to dust.

Potential exposure to cold weather conditions (indoor/outdoor)

Atmospheric Conditions: Conditions that effect the skin, eyes or respiratory system.

Subject to many interruptions.

**Level of Physical Demand**

3-Medium (20-50 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Agility: bends, stretches, twists, or reaches out with the body, arms, or legs.

Balancing: maintaining body equilibrium to prevent falling over.

Carrying: transporting an object, usually by hand, arm or shoulder.

Climbing: ascending or descending objects usually with hands and feet.

Color Vision: ability to distinguish and identify different colors.

Crouching: bending body downward and forward by bending legs.

Depth Perception: ability to judge distance and space relationships.

Eye/hand/foot coordination: performing work through the use of two or more.

Field of Vision: Ability to see peripherally. Ability to adjust vision to bring objects into focus.

Fingering: picking, pinching, or otherwise working with fingers.

Handling: seizing, holding grasping, or otherwise working with hands and fingers.

Hearing: perceiving the nature of sound by the ear.

Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

Pulling: exerting force upon an object so that it is moving to the person.

Pushing: exerting force upon an object so that the object is moving away from the person.

Reaching: extending the hand(s) and arm(s) in any direction.

Repetitive motions: making frequent movements with a part of the body.

Sitting: remaining in the normal seated position.

Standing: remaining on one's feet in an upright position.

Stooping: bending the body by bending spine at the waist.

Talking: expressing or exchanging ideas by means of spoken words.

Vision Far acuity: ability to see clearly at 20 feet or more.

Vision Near acuity: ability to see clearly at 20 inches or less.

Walking: moving about on foot.

### Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

### Assessment Requirement

Labor and Trades Supervisor

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade:** J-620

**FLSA Code:** N

**Established Date:** 9/21/2018

**Established By:** LS

**Revised Date:**

**Revised By:**

**Class History:**