**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.

**Guidelines, Difficulty and Decision-Making Level**

Guidelines are in the form of stated objectives for the section, unit, function or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

**Level of Supervision Received & Quality Review**

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

**Interpersonal Communication & Purpose**

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

**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

For DPL Positions Specifically:

- Potential exposure to hazardous anesthetic agents, body fluids, and bio-wastes.
- Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.
- Potential exposure to cold temperature, cold enough to cause bodily discomfort.
- Potential exposure to cold weather conditions (indoor/outdoor).
- Potential exposure to conditions that affect the skin or respiratory system.
- Potential exposure to dust.
- Potential exposure to extreme temperature changes.
- Potential exposure to hazardous conditions where there is a danger to life, body, and/or health.
- Potential exposure to hazardous/toxic chemicals.
- Potential exposure to hazards from electro/mechanical/power equipment.
- Potential exposure to hazards of steam and heat.
- Potential exposure to heat temperatures, hot enough to cause bodily discomfort.
- Potential exposure to hot and humid work environment.
- Potential exposure to housekeeping/cleaning agents/chemicals.
- Potential exposure to infection from disease-bearing specimens.
- Potential exposure to infections and contagious diseases.
- Potential exposure to odorous chemicals.
- Potential exposure to pesticides or fertilizers.
- Potential exposure to the risk of blood borne diseases.
- Potential exposure to temperature changes: variations in temperature from hot too cold.
- Potential exposure to temperature changes: variations in temperature from hot to cold.
Potential exposure to unpleasant elements (accidents, injuries, and illness).
Extreme cold conditions.
Handles emergency or crisis situations.
Noise sufficient to cause distraction or possible hearing loss.
Personal Safety: aware of surroundings, people, and events.
Pressure due to multiple calls and inquiries.
Subject to long, irregular hours.
Subject to many interruptions.
Subject to burns and cuts.
Subject to electrical and radiant energy hazards.
Subject to hazards of flammable or explosive gases.
Subject to injury from moving parts of equipment or vehicles.
Subject to precarious or high locations.
Subject to pressure for multiple calls, inquiries, and interruptions.
Subject to varying and unpredictable situations.
Subject to traffic, roadways, and pedestrians.
Subject to vibrations and strain on the body to cause bodily harm if endured daily.
Temperature Changes: variations in temperature from hot to too cold.
Temperature Changes: variations in temperatures from hot too cold when works in field.
Wet: frequent contact with water or other liquid.
Works in precarious or high locations.

**Level of Physical Demand**

For DPL Positions Specifically:
3-Medium (20-50 lbs.) to 4- Heavy Work (50-100 lbs.)

**Physical Demands**

For DPL Positions Specifically:

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

Agility: Ability to move quickly and easily.
Balancing: Maintaining equilibrium.
Carrying: Transporting or moving an object.
Climbing: Ascending or descending an object or ladder
Color Vision: Ability to distinguish and identify different colors..
Crawling: Moving about in a low or crouched position.
Crouching: Positioning body downward and forward.
Depth Perception: Ability to judge distances and space relationships.
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.
Field of Vision: Ability to sharply detect or perceive objects peripherally.
Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.
Fingering: Picking and pinching, through use of fingers or otherwise.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hazards: Conditions where there is danger to life, body and/or health.
Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Kneeling: Assuming a lowered position.
Lifting: By Position, may move objects 20-50 pounds, or 50-100 pounds from one level to another.
Neck Flexion: Perceiving objects located above or below.
Physical Strength: Exerts force to transport objects of 50 pounds [or insert appropriate weight] or more.
Pulling: Exerting force upon an object so that it is moving to the person.
Pushing: Exerting force upon object so that it moves away from the person.
Reaching: Extending the hands, arms, or other device in any direction.
Repetitive Motions: Making frequent or continuous movements.
Sitting: Remaining in a stationary position.
Stamina: Ability to work over long periods of time without tiring.
Standing: Remaining in a stationary position.
Stooping: Positioning oneself low to the ground.
Talking: Communicating ideas or exchanging information.
Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.
Walking: Ability to move or traverse from one location to another.
Written Comprehension: Ability to discern the meaning of written words.

Background Check Requirement
Criminal Check
Employment Verification
By position, Motor Vehicle Record

Assessment Requirement
None

Probation Period
None

Class Detail
Pay Grade: J-620
FLSA Code: N
Management Level: 7
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date:
Revised By:
Class History: