



Warehouse Manager

Electric

JOB SUMMARY

This position performs technical duties in the ordering, receiving, storing, and management of the department's equipment, materials and supplies inventory.

MAJOR DUTIES

- Orders and maintains inventory of line construction materials.
- Prepares requisitions for purchase orders.
- Receives incoming materials from vendors; reviews shipments for accuracy, completeness, and condition.
- Maintains rolling stock cage inventory.
- Communicates with vendors to obtain quotes, place orders, and resolve problems.
- Assists with annual inventory operations; coordinates with internal and external auditors.
- Works with contractors to initiate transfer notifications via the National Joint Utilities Notification System (NJUNS).
- Maintains an accurate inventory of utility meters.
- Delivers materials to line crew as needed.
- Supervises the work of an inmate laborer.
- Retrieves materials from vendor as needed.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of inventory management principles.
- Knowledge of department purchasing policies and procedures.
- Knowledge of safe work practices and procedures.
- Knowledge of department policies and procedures.
- Skill in the operation of a forklift.
- Skill in the use of computers and job-related software programs.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Electric Superintendent assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include department standard operating procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related inventory management duties. The variety of materials to be managed contributes to the complexity of the position.
- The purpose of this position is to perform technical duties in the management of the department's equipment and supply inventory. Success in this position contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with co-workers, other city employees, vendors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to motivate or influence persons, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee frequently lifts light and heavy objects, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office, a warehouse and outdoors, occasionally in cold or inclement weather. The employee may be exposed to machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has functional supervision over an inmate laborer.

MINIMUM QUALIFICATIONS

- High School diploma or GED.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with having had a similar position for one to two years.

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