

JOB DESCRIPTION

JOB TITLE: Receipt & Inspection Supervisor

JOB STATUS: Exempt Position

GENERAL DESCRIPTION OF WORK PERFORMED:

Supervises and participates in the performance of all manual and clerical inventory duties for the Authority. This will include all ordering, receiving, inspecting, storing, issuing and shipping of materials and equipment in a central storekeeping operation. Must be able to effectively supervise associates and the compliance of the inward and outward flow of the Authority's inventoried assets. Other duties include coordinating and resolving daily activities with maintenance and operations schedules and material requirements. Training new personnel and develops process control procedures to assure absolute inventory control.

DESIRABLE EDUCATION AND EXPERIENCE:

Minimum high school or GED equivalent; Bachelor's degree in business or related field is preferred. Working knowledge of Excel, Word, and inventory related software is required. Two years minimum experience in a Supervisory role is required. Water and sewer, or other utility related materials knowledge is a plus.

SPECIFIC JOB REQUIREMENTS MAY INCLUDE

(But are not limited to):

1. Familiar with material involved in water and waste water facilities.
2. Computer and software experience required.
3. Must be able to lift and carry light loads.
4. Supervisor experience.
5. Must possess the skills necessary to supervise employees and maintain a good working relationship with internal customers.
6. Must have good communication skills, both verbal and written.
7. Must be insurable on Authority's auto insurance policy.
8. Must maintain a residence which allows a reasonable response time.

REPORTS TO: Section Manager, Logistics