

**TRANSIT STORES AND FACILITY SUPERVISOR****DEFINITION**

Under general supervision to plan, coordinate, supervise, and participate in the operations of the central storeroom, City mail services and the maintenance of Transportation facilities, which includes receiving, stocking and issuing parts, tools and miscellaneous materials and supplies; coordinating the City's mail services; and to supervise and participate in the maintenance and repairs of Transportation buildings, facilities, and equipment; perform related work as required.

**MANAGEMENT RESPONSIBILITY**

This is a supervisory position with responsibility for coordinating and overseeing the work of staff assigned to the central storeroom, and the Transportation's Department's facility maintenance.

**EXAMPLES OF DUTIES**

Provides supervision and participation in the work of the City's storeroom and Transportation facilities' maintenance and repair; lays out work assignments insuring proper material and supplies for required repairs; develops strategies to optimize inventory levels; develops strategies that promote just-in-time deliveries of materials and the City's mail delivery services; plan and implement long-term strategies to minimize material obsolescence; ensures a minimum 95% inventory accuracy ratio by maintaining an on-going cycle count program; issues parts and supplies to corporate shop personnel; utilizes parts and supplies catalogs to help research and identify parts and components needed for the repair of buses/vehicles and shop equipment; receives incoming shipments; verifies packing slips; records deliveries and enters receiving data into the automated inventory system; distributes incoming materials to appropriate departments; performs regular physical inventories and makes appropriate adjustments; expedites shipments; oversees tool room inventory and tool check outs; keeps all Transportation facilities and equipment safe and in orderly condition; responds to emergency needs outside of normal work hours; maintains work safety standards represents the assigned functions with City staff and governmental agencies as delegated.

## **TRANSIT STORES AND FACILITY SUPERVISOR**

### **SPECIAL REQUIREMENTS**

Possession of an appropriate California driver's license

### **EMPLOYMENT STANDARDS**

Knowledge of:

- Modern principles, practices, and techniques pertaining to the operation of parts and supplies in the storeroom
- Principles, methods, tools, and equipment used in building maintenance, construction, repairs,
- Principles of supervision and training.
- Inventory control procedures.
- Bus and automotive parts issuing and ordering.
- Techniques of effective record keeping.
- Principles of warehouse management.
- Storing, receiving, and issuing equipment parts and supplies.
- Basic principles of expenditure control.
- Office machines, equipment, and automated inventory management software.
- Occupational hazards and standard safety precautions.

and

Ability to:

- Plan, coordinate and supervise the work of staff assigned to the Transportation parts storeroom.
- Provide supervision, training, and work evaluation for staff.
- Read and interpret vendor parts and supplies catalogs pertaining to equipment, facility and supplies.
- Maintain accurate records.
- Anticipate parts and supply needs by identifying and reporting unusual demands and low stock levels.
- Maintain an organized storeroom.
- Work different shifts when needed.
- Perform shift evaluation by visiting during operation hours of the various shifts assigned to stores staff.

**TRANSIT STORES AND FACILITY SUPERVISOR****EMPLOYMENT STANDARDS (cont.)**

- Use a calculator, fax machine, computer terminal and copier.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.
- Effectively represent assigned functions of the Department with concerned individuals, organizations, and other government agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school or G.E.D. is desirable. Inventory management and control courses are highly desirable.

Work Background: Four years of progressively responsible and varied work experience in the bus and automotive parts supply or related field.

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