



Salt Lake County Job Description

Assistant Warehouse Supervisor

DEPARTMENT: Sheriff's Office

JOB CODE: 551 **GRADE:** 012

SALARY PLAN: GEN

SAFETY SENSITIVE: No

DIVISION: County Jail/9120

FLSA STATUS: Non-Exempt

EFFECTIVE DATE: 01/25/2008

JOB SUMMARY

Supervises warehouse and delivery staff for the County Jail. Manages the Jail's warehouse to include overseeing storing, ordering, organizing, rotation, and maintaining an adequate inventory of supplies needed to support the Metro Jail and surrounding campus.

MINIMUM QUALIFICATIONS

Three (3) years of related warehouse experience, of which one (1) year must have been supervisory or administrative; OR an equivalent combination of related education and experience. Education may not be substituted for the required supervisory experience.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Supervises warehouse and delivery staff for the Jail which includes hiring, orienting, training, assigning, reviewing work performance, annual work performance appraisal, and discipline.
- Ensures that supplies are received, stored, and distributed to the Jail.
- Audits materials received against purchase orders to verify pricing and specifications. Records and tracks inventory transactions.
- Operates and trains staff how to use forklifts, electric and manual pallet jacks, tugs, trucks, or other light equipment used to move materials in warehouse and for distribution.
- Maintains OSHA certifications for warehouse equipment and enforces safety procedures for storing and stacking of inventory.
- Promotes safety and cleanliness in work areas.
- Supervises meal delivery to prisoner pods.
- Supervises proper destruction of confidential documents.
- Solicits and evaluates new and existing vendors for quality, ability, and efficiency.
- Seeks competitive pricing and working relationships from various vendors.
- Makes purchasing recommendations to division commander(s) which impact Jail budget.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Basic computer systems
- Inventory systems

Skills and Abilities to:

- Learn and apply Sheriff's Office and Jail policies and procedures
- Communicate effectively both verbally and in writing
- Understand and apply security measures
- Use common sense and make sound judgments
- Obtain and maintain forklift and other required certifications

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Ability to drive County approved vehicles and operate warehouse equipment necessary for inventory maintenance and distribution. Climb ladders, crawl, stoop or bend over and down, lift and carry items of various weights up to 50 pounds to and from various heights, push heavy objects, stand or sit for long periods of time, and differentiate colors under various light and weather conditions.

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/Consultant's Initials: 01/16/2017/MB