



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

N/A

BARGAINING UNIT:

Excluded

Receiving and Distribution Supervisor

SERIES PURPOSE: The purpose of the Receiving and Distribution Supervisor occupation is to receive and distribute parcels, freight, mail, and/or supplies to personnel.

CLASS CONCEPT: The class works under direction and requires considerable knowledge of inventory control and warehouse procedures in order to supervise employees and oversee operations.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Supervises employees, student workers, and warehouse operations; receives, inspects, stores, and distributes stock, supplies, and/or equipment; develops, implements, and enforces warehouse procedures; assigns and reviews work, establishes timeframes for completion; schedules deliveries, oversees preparation and maintenance of shipping, receiving, mail, and inventory records; trains and orients new employees and students; approves/disapproves requests for paid leaves; interviews candidates and students for employment and recommends hiring; evaluates employee work performance; receives and responds to grievances, ensures adherence to health and safety procedures.

Oversees inventory of and approves orders for supplies and/or equipment; receives, inspects, stores, and distributes items; oversees storage and/or distribution of supplies and/or equipment; ensures clean, proper, and safe storage of materials; evaluates condition of equipment in order to determine whether to reuse or salvage; ensures delivery vehicles are properly maintained and repaired; serves as liaison with vendors and other suppliers to ensure proper receipt and delivery of supplies and/or equipment; monitors warehouse temperature and humidity to ensure proper storage of materials; verifies changes in orders and/or validates inventory discrepancies

OTHER FUNCTIONS AND RESPONSIBILITIES: Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: supervision; employee training and development; OSHA and/or other safety standards and practices applicable to warehouse operations; inventory control; purchasing and requisition procedures.

Skill in: written and verbal communication.

Ability to: define problems, collect data, establish facts, and draw valid conclusions; recognize unusual or threatening conditions and take appropriate action; prepare concise and meaningful reports; establish friendly atmosphere as supervisor of work unit.

(*) Developed after employment.

MINIMUM QUALIFICATIONS: High school diploma or GED; two years of supervisory experience in a logistics environment; experience dealing with FedEx, UPS, or another common carrier; experience in inventory control, OSHA and/or other safety standards and practices applicable to warehouse operations; experience in purchasing and requisition procedures and employee training and development. Valid Driver's license and no moving violations within the last three years.

PREFERRED QUALIFICATIONS: At least an Associate Degree.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform medium work.

MEDIUM: work involves exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or an amount greater than negligible and up to 10 pounds constantly to move objects.

UNUSUAL WORKING CONDITIONS: May work outside exposed to all weather conditions; may be exposed to noise and dust.