JOB DESCRIPTION

TITLE: CREW CHIEF
SECTION: Materials Management

DEPARTMENT: Trades & Support
SRN 32:

REPORTING RELATIONSHIP:

Reports to: Materials Management Supervisor

Supervises the following positions: Storekeeper Trainee, Storekeeper I, Storekeeper II, Storekeeper III, and Office Assistant Trainee

DEFINITION: Under direction, assists in the supervision of a crew of employees assigned to shipping, receiving, and warehousing. Assists in the operation of the shipping, receiving, and warehousing functions.

ESSENTIAL FUNCTIONS:

1. Plans and assigns work to personnel in the receiving, stocking, inventorying, and distribution of items purchased by the district.

2. Reviews work in progress to insure satisfactory completion of assignments.

3. Insures the ongoing maintenance and cleanliness of the warehouse.

4. Will operate district vehicles and a variety of forklifts.

5. May review timesheets and check for correctness of information.

6. Enforces district and warehouse safety regulations.

7. May prepare written reports on status of materials or orders.

8. Requisitions materials; inspects and arranges maintenance or repair of tools and equipment used by stores.

9. Assists with supervising issue window area, data entry, receiving, and inventorying.

10. Inspects items received for damage; signs for received materials; assists in processing purchase orders and receiving tickets for completeness of orders.

11. May assist in writing performance reviews on assigned personnel.

12. Performs spot checks on inventory items.

13. Coordinates materials for construction accounts.
ESSENTIAL FUNCTIONS (Cont.):

14. Prepares items for shipping and makes arrangements with shippers.

15. Assists warehouse personnel in daily activities.

16. Spot checks the pipe yard to maintain proper order.

17. May perform the duties of the Materials Management Supervisor as required.

SPECIAL REQUIREMENTS:

License or certificates: Possession of a valid California operator's license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record will influence employment or classification.

MINIMUM QUALIFICATIONS:

Knowledge of:
- Techniques of basic personnel supervision.
- Warehouse procedures.
- Arithmetic.
- Safe working practices and procedures.
- Procedures for inventory and stock control.
- Methods of maintaining and taking inventories.
- Equipment and supplies used in a water district.
- Procedures for ordering, receiving, and distributing supplies used in all areas of district operations and work.
- Methods, procedures and policies of shipping.
- Principles of training and coordinating the activities of personnel.
- Principles and procedures for computer operation as it relates to warehouse activities.

Ability to:
- Effectively supervise and direct the activities of assigned personnel.
- Effectively coordinate daily work schedules.
- Effectively train staff.
- Assist in maintaining work group morale and productivity.
- Understand and carry out oral and written directions.
- Tactfully deal with assigned personnel and other district employees.
- Maintain accurate and legible entries in receiving, storing and issuing equipment and supplies.
- Estimate future supply needs and insure adequate stock levels of materials, supplies, and parts.
MINIMUM QUALIFICATIONS (Cont.):

Ability to (Cont.):
- Maintain the cleanliness and safety of the warehousing facilities.
- Assist in upgrading warehouse procedures.
- Effectively input and retrieve data from the district's computer information system.
- Operate a forklift and related equipment in the proper storage and movement of supplies.

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 this knowledge and ability would be to have five years of increasing responsible experience in warehousing, ordering, receiving, inventory, and stock control work.

PHYSICAL REQUIREMENTS:

1. Drive District vehicle to pick up and deliver parts, materials, and supplies for both District facilities.  Driving:  Moderate.

2. Works standby, overtime, holidays, and weekends when required.

3. May work with and in areas containing chemicals, exhaust, dust, fumes, and vapors.

See Human Resources for physical assessment form.