CREW CHIEF
(Shipping, Receiving, Warehousing)

SRN 28 $2462 to $2948

DEFINITION
Under direction, to assist in the supervision of a crew of employees assigned to shipping, receiving, and warehousing branch of the district and to assist in the operation of the shipping, receiving, and warehousing functions.

EXAMPLES OF DUTIES
Plans and assigns work to personnel in the receiving, stocking, inventorying, and distribution of items purchased by the district; reviews work in progress to insure satisfactory completion of assignments; coordinates training, assigning and directing of stores personnel; insures the ongoing maintenance and cleanliness of the warehouse; may operate district vehicles and a variety of forklifts; may collect time cards and check for correctness of information; enforces district and warehouse safety regulations; may prepare written reports on status of materials or orders; requisitions materials and equipment; inspectors and arranges maintenance or repair for tools and equipment in stores; assists with supervising issue window area, data entry, receiving, and inventorying; inspects items received for damage; signs for received materials; assists in processing purchase orders and receiving tickets for completeness of orders; may assist in writing performance reviews on assigned personnel; performs spot checks on inventory items; coordinates materials for construction accounts; prepares items for shipping and makes arrangements with shippers; assists warehouse personnel in daily activities; spot checks the pipe yard to maintain proper order; may work with and in areas containing chemicals, exhaust, dust, fumes, and vapors; may perform the duties of the warehouse supervisor as required.

SPECIAL REQUIREMENTS
Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record will influence employment or classification.

Must be available for flexible schedules and shifts.

Within two years of appointment, must complete 25% of the courses required for a certificate of completion in industrial supervision at the college level.

DESIRABLE 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 and equipment 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; Operate a forklift and related equipment in the proper storage and movement of supplies; 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.
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 four years of increasing responsible experience in warehousing, ordering, receiving, inventory, and stock control work.

ONLY QUALIFIED INDIVIDUALS SHOULD APPLY.
PERSONNEL SERVICES WILL SCREEN ALL APPLICANTS TO DETERMINE QUALIFICATIONS AND ATTENDANCE RECORD.
ONLY THOSE APPLICANTS WITH GOOD ATTENDANCE WILL BE CONSIDERED OR INTERVIEWED.

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