

## WAREHOUSE MANAGER

DESCRIPTION: Under general supervision from the Corrections Industries Superintendent, manages and supervises all warehouse operations and the quality assurance program for all incoming raw material and finished products within Corrections Industries. Performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Quality assurance inspection on incoming raw material and finished products.

Negotiation and awarding of contracts on hauling and moving.

Supervises inmates in the manufacturing and/or assembly of signs, tables, lockers, shelving units, chairs, etc.

Scheduling and dispatching of delivery trucks.

Supervision of staff and inmates loading trucks with Corrections Industries products (i.e. checks for proper products, padding, packaging and delivery schedules.)

Maintains a perpetual inventory of raw materials and finished products stored in the warehouse.

Supervision of maintenance on equipment and warehouse building.

Acts as liaison between Corrections Industries and customers regarding specific information on products, delivery, inventory, etc.

Prepares performance reports on inmates under their supervision.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: agency policies, rules and regulations; quality assurance and production standards; state purchasing procedures; inventory control systems.

Ability to: develop and maintain inventory control systems; develop and implement a quality assurance program for warehouse operations.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: warehouse and storage operations; inventory control; office policies and procedures; agency manufacturing and production standards; machinery and building maintenance; basic accounting practices.

WAREHOUSE MANAGER (continued)

Ability to: plan, organize and delegate the work of subordinate staff and legal offenders; communicate effectively both orally and in writing; organize and utilize storage area.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, skills and abilities. A general qualification guideline for positions in this class is a high school education plus four to six years related work experience, two of which should have been in a supervisory capacity.