



## Warehouse Manager Water Field Operations

WS-FO/6 - 821

### JOB SUMMARY

This position is responsible for planning, organizing and managing inventory controls by overseeing the flow of Field Operations inventory parts, supplies, materials and equipment. Coordinates procurement, distribution, and appropriate tracking of warehouse inventory parts.

### MAJOR DUTIES

1. Plans, manages and coordinates the workflow of inventory parts, supplies, materials and equipment for the Field Operations warehouse.
2. Oversees and manages inventory control processes; manages spare parts inventory necessary for the distribution system in main warehouse and on mobile warehouse trucks.
3. Maintain inventory supplies; conduct procurement procedures, retrieval, and stock of supplies; review and process invoices, work orders, etc.
4. Operates equipment used for warehouse operations.
5. Manage appropriate tracking of inventory parts via inventory management system; produce monthly and annual inventory reporting in accordance with annual inventory audit.
6. Report to main break scenes for delivery of needed parts.
7. Participates in the development and implementation of standard operating procedures to enhance efficiencies.
5. Maintain physical inventory of inventory parts, field machinery, lawn equipment, and Water System vehicles, retains pertinent data and coordinates the repair and purchase of such
6. Coordinates special projects to improve the quality of Distribution System operations; fire hydrant flushing, automatic flushing, leak detection, valve exercising, reservoir management, etc.
7. Conduct related services such as signage, cleaning, installations, maintenance and repair, and safety inspections for Field Operations warehouse and facility.
8. Perform day to day administrative tasks such as maintaining files and processing paperwork.
9. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of county procurement, distribution, and inventory control policies and procedures.
2. Knowledge of computers and job-related software programs.
3. Knowledge of modern office practices and procedures.
4. Skill in inventory control and supplies, equipment, and materials storage management.
5. Skill in the operation of job-related vehicles, heavy equipment, and tools.
6. Skill in planning and meeting deadlines.

### SUPERVISORY CONTROLS

The Field Operations Manager assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

### GUIDELINES

Guidelines include county policies and procedures; departmental policies and procedures; local, state, and federal laws; EPD, DNR, Safe Drinking Water, and Service Commission regulations; and county ordinances. These guidelines require judgment, selection, and interpretation in application.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied inventory management and supervisory duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to managing inventory controls by overseeing the flow of Field Operations inventory parts, supplies, materials and equipment. Success in this position contributes to the efficiency of Water System operations.
- This position coordinates and oversees special projects within the purview of the Water Field Operations division.

### **CONTACTS**

- Contacts are typically with co-workers, developers, builders, contractors, vendors, representatives of other local governments, customers and members of the general public.
- Contacts are typically to give or exchange information, resolve problems and provide services. Motivate and influence persons; or justify, defend, negotiate, or settle matters.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is performed while intermittently sitting, standing, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in a warehouse, office or outdoors. The employee may be exposed to noise, dust, dirt, and grease, machinery with moving parts, irritating chemicals, and occasional hot, cold, or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Administrative Secretary and other assigned personnel.

### **SPECIAL CERTIFICATIONS AND LICENSES**

- Possession of a valid State of Georgia driver's license (Class B ) within twelve (12) months of employment and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines.
- Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.
- Obtain State of Georgia Water Distribution Operator's license within twelve (12) months of employment.

### **ADA COMPLIANCE**

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

### **HIPAA COMPLIANCE**

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

### **DRUG AND ALCOHOL COMPLIANCE**

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited

- to work under the influence, to possess, to distribute, or to sell illegal drugs in the workplace or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of a valid driver's license—issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to obtain State of Georgia Water Distribution Operator's license within twelve (12) months of employment.