

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Position Title and Series Code: WAREHOUSE SUPERVISOR, PSA-07

Basic Function of Position:

Oversees entire warehouse operation consisting of Non-Expendable storage area and several controlled Expendable Supply rooms. Ensures that all items, including hazardous materials, are stored properly, safely and neatly. Using database software (ILMS) and proper management practices, ensures that warehouse contents are protected from damage and theft. Responsible for receipt, storage, transfer and disposal. Maintain post's residential furniture and welcome kit program.

Major Duties and Responsibilities:

Warehouse Operations: 35%

Responsible for the overall organization of the warehouse. Ensures proper, safe and neat storage of furniture, appliances, equipment, document boxes, supplies and hazardous material. Ensures that contents are protected from damage or theft. Supervises the correct transfer in and out the warehouse (via DS-584 and property pass), offices and residences of non-expendable items, according to occupants' work orders or the advice of the GSO. Supervises three warehouse laborers and one Truck driver/ Warehouseman in the safe and appropriate movement and storage of non-expendable property

Administration, Planning and Documentation: 30%

Responsible and accountable for all NEPA barcoded non-expendable inventory via managing one Asset Management Clerk. The Asset Management Clerk operates the ILMS inventory management system to control NEPATized inventory including but not limited to: entry, modification, control and inventory of non-expendable property. Uses receiving information given by the supply/receiving clerk to update NEPA records and later to conduct inventories and reconciliations. Performs all computer functions, including issuance of regular and special reports. Provides

records of all movement of non-expendable property between the warehouse, offices and residences. Works in conjunction with B&F to ensure that responsible officers are billed the correct amount in appropriate stock levels. Identifies items for replacement and disposal. Organizes GSO annual auction sale, including setup, inventories, implementation and follow-up paperwork

Supply: 30%

Manages a supervisory Supply Clerk and a Supply Clerk Assistant who manage the Supply/Receiving Operations to assure a cooperative operation on receipt of incoming shipments and the maintaining of the expendable supply room. Responsible for maintaining the required receiving and supply documentation and manages post's welcome kit supply and delivery.

Serves as back up Truck Driver.

Other Duties as assigned by the GSO: 5%