

In the yellow security banner above, please click on "**Options**" and select "**Trust this document one time only**" before completing the form. After you select to trust the document, you will be asked if you want to save the document before closing, select "**No**".

CLASSIFICATION TITLE Materials and Stores Supervisor	OFFICE/BRANCH/SECTION Maintenance Support/ Maintenance/Caltrans	
WORKING TITLE Warehouse Supervisor	POSITION NUMBER 903-600-1503-XXX	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

### **GENERAL STATEMENT:**

Under the general supervision of the Staff Services Manager I, the incumbent is responsible for supervising the receipt, storage, issuance, and shipping volume of varied supplies requiring simple to complex storage practices in a warehouse and office environment. The incumbent will have supervision over a group of assistants that will function in a team to complete the duties required both in the warehouse and in the office. This position will ensure that all policies and procedures are being followed and that proper documentation is being maintained. Must possess a valid Class "C" California Driver's License and operate a Class C vehicle during performance of work specified. Desirable qualification:

Possession of a "B" California Drivers License.

### **CORE COMPETENCIES:**

As a Materials and Stores Supervisor, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - )

### **TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

#### **ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

**POSITION DUTY STATEMENT**

PM-0924 (REV 02/2021)

35%	E	Provide supervision and guidance to warehouse staff. Resolves complex issues with submitted supply requests in the Materials Management and Acquisition (MMA) System. Check orders to determine damage and quantity amounts. Keep supply order records and filing according the Record Retention Policy. Review stock usage and determine products that can be eliminated. Take product suggestions from field staff and submit to DPAC for review. Conduct email surveys on suggested products to determine the feasibility of adding new products. Assist with purchase estimates, purchase orders, and contract orders. Track and monitor purchases to keep a current balance of expended funds. Prepare monthly inventory reports for Management. Assist with the warehouse monthly inventory.
20%	E	Prepares and processes warehouse replenishment orders in a timely manner by determining proper method of purchasing/acquiring per State regulations through Division of Procurement and Contracts, Department of General Services, State Contract, Price Schedule, Prison Industries Authority and private vendors. Must be able to maintain accurate and complete records of all transactions as well as adhering to current records retention policy and practices. Following DPACs guidelines, serve as State of California Purchase Card (Cal-Card) holder responsible for creating for Cal-Card purchase orders (CPO's); the coordination and processing of purchase requests for goods and services; reconciliation of CPO's, approval of invoices for payment, and maintenance of records for audit purposes. Responsible for ensuring that U10 service contracts are kept current and that the required documents are submitted and issued in a timely manner to avoid gaps in critical services.
20%	E	Assign work, schedules and give instructions to warehouse/property staff. Evaluate work performance and takes or recommends appropriate action.
10%	E	Provide assistance to the staff as needed. Follow up with any issues or concerns from field staff and maintain proper documentation. Attend staff meetings and In-service training as required. Maintain the warehouse in a good working condition. Assist with the preventive maintenance on all warehouse equipment. Adhere to all applicable state and federal laws
10%	E	Maintain accurate records of material and supplies ordered, received, issued and shipped. Follow-up on order problems and shipment discrepancies. Follow-up on orders not delivered in a timely manner. Maintain a working knowledge of the (MMA) ordering system.
5%	M	Responsible for cleanliness of the warehouse and office buildings. Other duties as as directed by management.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This position will be responsible for supervision over employees.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The position requires knowledge of modern warehouse practices and of basic warehousing and inventory control to make sound decisions related to the warehouse operation.

The ability to operate a class 3 vehicle, certify for forklift operation, perform heavy lifting, bending, stooping and standing for long periods of time, work independently; work and communicate effectively with those contacted in the workplace, keep accurate records and prepare reports of work done; analyze situations accurately and take effective action.

Incumbent must have a high degree of proficiency with personal computers, including competency in MS Word, Excel, AMS Advantage, and other Caltrans database programs.

Incumbent must possess the ability to analyze data, develop ideas, and provide recommendations and present information correctly and effectively, both orally and in writing. Must have the ability to handle multiple tasks efficiently and have a strong ability to organize, track, manage time and prioritize tasks. Must have the ability to analyze and apply current rules and regulations when conducting business. Incumbent must possess the ability to use good judgment in situations to determine appropriate action. Incumbent must be able to maintain a positive attitude when interacting with internal and external partners so they remain professional and courteous at all times.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for their own actions, decisions, quality of work and proper use of State time, equipment and materials. Improper use of State time, equipment and material, inability to perform the essential duties stated above, failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

**POSITION DUTY STATEMENT**

PM-0924 (REV 02/2021)

**PUBLIC AND INTERNAL CONTACTS**

The incumbent is involved in daily email, telephone and in-person contact with public and Caltrans employees. Incumbent is required to project a professional and courteous business-like manner, and develop and maintain effective working relationships internally and externally.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent must have the physical ability to lift large bulky items weighing up to 50 lbs.; the ability to carry, reach, push/pull, and grasp warehouse inventory items; and the stamina to bend, stoop, and stand for long periods of time. The incumbent may be seated for long periods of time.

Sustained mental activity is needed for report writing and review, auditing, problem solving, analysis and reasoning. Ability to develop and maintain cooperative working relationships, responds appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledges the various responses.

**WORK ENVIRONMENT**

The incumbent will work in a warehouse inventory environment both inside a building and outside.

May be required to work in a wide range of sometimes extreme conditions, including heat up to 120 degrees, cold to -15 degrees, strong winds, rain, sleet, and snow.

The incumbents normal working hours will be set between 7:00 am and 3:30 pm. Incumbent must be able to work independently or in a group environment. May be required to work overtime due to storms, emergencies, special work projects, or when the Materials and Stores Supervisor deems that it is in the best interest of the State to work overtime. When performing fieldwork, the incumbent is required to utilize the following personal protective devices:

Personal safety requirements include:

- A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
- B. Either long or short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
- C. Long pants. No shorts or cutoffs.
- D. Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, chaps, or other safety gear must be worn when required by the Department.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.