

Title: Warehouse/Storeroom Supervisor/Manager

Position Scope

The warehouse/storeroom supervisor/manager is ultimately responsible for the effective execution of all warehouse/storeroom activities and those that involve direct interface with maintenance, production or plant management. This role is responsible to the plant manager for the safety and security of all materials in storage and in transit, as directed by maintenance, production or management.

Responsibilities and Duties

- Warehouse/storeroom organization, layout and capacity management: Supervise and review the daily organization and operation of the warehouse/storeroom, ensuring that the warehouse/storeroom is fully capable and functional in its layout and capacity to adequately support the material needs of maintenance and production
- Receiving: Supervise the receipt of incoming material, verifying that appropriate receipt and Quality Control (QC) inspections are completed in a timely manner, and appropriate CMMS transactions complete the receiving process
- Storage: Ensure warehouse/storeroom material is properly inspected and stored per general material handling and warehousing principles, effective utilization of lay-up maintenance and shelf-life programs, and supervision of inventory cycle counts and physical inventories
- Security: Oversee warehouse/storeroom security through continuous monitoring of security program; frequent review of physical security measures; and program modification recommendations, as required
- Staging and delivery: Supervise staging of material to support maintenance work orders and planning; ensure timely delivery to shop or maintenance sites; preparation for shipment as required, and preparation of materials for processing to scrap
- Shipping: Supervise the packaging/completion of required documentation to support shipping of material from the site to vendor shops or manufacturer repair facilities
- Computerized Maintenance Management System (CMMS): Supervise all operations in the CMMS to ensure proper entry of each transaction representing receipt, issue, movement, shipment and handling of materials; conduct regular audits of CMMS transactions
- Training: Arrange and schedule regular training for warehouse/storeroom personnel and conduct on-the-job training as necessary to maintain personnel proficiency
- Other duties as may be assigned by supervisor

Relationships

- Reports to the maintenance manager in all maintenance-related material and warehouse/storeroom issues, and to the normal chain of command for all fiscal issues
- Works closely with and in conjunction with the maintenance manager, maintenance planner/scheduler, and production supervisor to ensure adequate management and deployment of material to operations

- Directly supervises all warehouse/storeroom personnel, including data entry personnel, if assigned

Requirements, Qualifications and Selection Criteria

- Valid driver's license; clean drivers abstract and no criminal record
- Certified/qualified forklift operator
- Certified Production Inventory Manager (CPIM) or able to demonstrate adequate progress and obtain certification within three years of date of service
- Materials handling and management/supervisory experience commensurate with duties and responsibilities of the position
- Engaged and accessible; exhibits a sense of urgency when necessary
- Excellent communicator, able to issue effective instructions
- Superior delegation skills, willing to give team members the opportunity to grow
- Willingness and ability to direct, coach, and support team members
- Working knowledge of computer systems; ability to learn CMMS input, retrieval and use
- Good planning and organizational skills with an understanding of the proper use of work orders, priorities and schedules
- Team player, fully supporting the goals and objectives of maintenance/production efforts