

DUTY STATEMENT

DS 3022 (11/2017)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
FAIRVIEW DEVELOPMENTAL CENTER
FACILITIES DIVISION****DUTY STATEMENT****EMPLOYEE:****JOB TITLE:** Warehouse Manager/Facilities**POSITION#:** 518-542-1501-002**WORKING TITLE:** Warehouse Manager I**POSITION DESCRIPTION:**

Under the direction of the Facility Director; Warehouse Manager oversees the Warehouse, Property and Print Shop operations which include: shipping and receiving operations; purchasing; processing requisitions; maintaining physical inventory and records including maintenance of computerized inventory on OnTrack system. Maintain facility's on-line forms and Safety Data Sheet sites. Expediting disposition of materials, proper storage and use of space. Working with Property Controller, determining surplus, obsolete or discontinued material held in stock and working with Facility Director and other entities (Headquarters, sister facilities, etc.) to determine surplus and movement of materials. Ensure deliveries are stock received and tracked. Maintain and keep warehouse property well organized and in a safe environment. Complete audits, Health & Safety monthly reports, Vehicle Maintenance, Vehicle reports (DGS, BAR, OMV, ARB, etc.), budgetary reports, facility copier machine(s) oversight (service contract & repairs). Mail room and warehouse-postage Meter oversight. Contract manager for facility waste management oversight. Follow infection control/safety policies and procedures. Participate in committees, management mtngs. Other duties as required. Knowledge and/or ability to operate motorized handling equipment and manual pallet jacks.

SUPERVISION EXERCISED:

Property Controller 11

Automotive Equipment Operator I

SUPERVISION RECEIVED: Reports to, and under general direction of, Facility Director**EXAMPLES OF DUTIES:****Essential Job Functions:**

- 35% Purchasing, budget control, preparing reports, participation in audits, managing vehicle maintenance/surplus, correspondence and oversight of main warehouse's role regarding purchases which involves completing and submission of paperwork to Accounting and Trust.
- 30% Arrange with Plant Ops to inspect and approve all electrical items, and for property to barcode/inventory all sensitive items. Provide oversight of contracts as needed. Oversee all areas of inventory responsible by the Warehouse Manager I. Ensure completion of all appropriate training for self and those supervised.
- 15% Manage Warehouse, Property & Print Shop operations and Mail room.

10% Supervise Property Controller 11 and Automotive Equipment Operator I. Provide coverage during absence. Ensure all training and professional reviews are completed timely.

10% Assist in maintaining warehouse records, activities, participate in facility management meetings as requested, committee assignments and other miscellaneous warehouse related functions. Other duties as required.

PERFORMANCE REQUIREMENTS:

DDS PHYSICAL DEMANDS:

Must possess and maintain sufficient personal strength, agility, endurance, and sensory ability to perform the duties contained in this Duty Statement.

BASIC PHYSICAL DEMANDS:

Involves heavy lifting over 25 pounds, often combined with pushing, pulling, bending, stooping, squatting, grabbing, carrying, kneeling, twisting and reaching at, or above, shoulder level; includes bending and twisting. Includes sitting, standing and walking most of the time, with, or working on, irregular surfaces; and periodically requires extraordinary physical activity.

AREA PHYSICAL DEMANDS:

Exposure to Dust and Fumes, Chemicals, Wet Surfaces, Reaching While Standing, Reaching Above, At, and Below Shoulder Level, Crouching, Exposure to Loud Noise, Marked Changes in Temperature.

EQUIPMENT USED AND/OR AROUND:

Typewriter, Computer (Microsoft Word and Excel), Copy Machine, File Cabinets, and Calculator. Operate Powered and Non-powered Warehouse Equipment, Forklifts, Pallet Jacks, Dolly's, trucks, etc.

CERTIFICATION OR LICENSE: None.