

## **FACILITIES SUPERVISOR**

### **PURPOSE AND NATURE OF WORK**

Position is responsible for the supervision of proper receipt, storage, distribution and issuance of a wide variety of materials and supplies and for the supervision of various utilities buildings and grounds maintenance work. Work involves making decisions concerning storage and issuance of commodities, materials, and supplies and overall security. Incumbent reports to the Electric Operations Manager or Director of Communications System Department and exercises supervision of warehouse, custodial, building maintenance, and grounds maintenance workers.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any one incumbent necessarily perform all of these duties.)

Supervises the preparation of delivery receipts and exercises responsibility for the physical check and safe storage of all materials and supplies of the warehouse. Supervises the keeping of records of materials and supplies received, stored, and issued. Analyzes stock for the purpose of determining the requisitioning of additional quantities; initiates requisitions for new and replenished stock. Plans receipt, storage, and proper dispensation of materials, tools, equipment and other supplies. Maintains inventories of all stock in the warehouse and store yards. Recommends procedures relating to policy establishment as it regards warehousing practices. Inspects and oversees the day-to-day activities of building maintenance and repair and grounds maintenance. Receives, tests, stores, maintains records and disposes of hazardous materials. Oversees security at main complex along with outside security for other facilities and plants. Provides input on the preparation of the annual budget and maintains budget status throughout the budget year.

Performs related duties as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

- Extensive working knowledge of practices and procedures of warehousing.
- Extensive knowledge of the operations and maintenance of stock records and inventories.
- Extensive knowledge of the binning and storing of hardware, tools, equipment, building material, and construction or maintenance equipment.
- Extensive knowledge of security issues and practices.
- Knowledge of grounds and building maintenance practices.
- Ability to establish and maintain effective working relationships with subordinates, superiors, other employees, and general public.
- Ability to organize, schedule, and train subordinates.
- Ability and willingness to practice and enforce applicable safety rules and regulations.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from high school supplemented by college course work in business administration, or a related field and extensive experience warehousing; knowledge of record keeping, security issues related to a utility or telecom, and of materials and equipment used in utility or telecom construction and maintenance activities including hazardous material handling; or an equivalent combination of training and experience.