



**University of Texas at El Paso
Job Description**

Job Number: 6470
Job Title: Warehouse Supervisor
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA Status: Exempt
Prepared By: Human Resource Services
Creation / Revision Date: October 26, 2010

Summary: Responsible for providing supervisory, technical, and administrative skills to help direct the operations of warehouse facilities. Will be assigned to help in the supervision of personnel assigned to the warehouse operations. Must possess a high degree of knowledge and technical skills in all areas of the warehouse operation. Must comply with all operating policies and procedures concerning warehouse operations. Must be a highly effective communicator.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Supervises the receipt, delivery, storage, surplus, and shipping of merchandise. Capable of answering customer inquiries for the warehouse operation.

Schedules and directs the work of personnel assigned to his/her section.

Attends to the maintenance of equipment and vehicles.

Requisitions supplies, oversee transfer of goods between receiving and the University departments.

Makes delivery and shipping documents, ensures all safety equipment is worn or used by all employees under his/her direct supervision.

Schedules pick-up of surplus property and ensures proper documents are completed correctly.

Trains new personnel assigned to his/her section.

Operates a forklift, vehicles, and other equipment normally found in a large warehouse operation.

Communicates on a daily basis with faculty, staff, students, and vendors to resolve any questions or problems that may arise.

Keeps daily timesheets for employees assigned to his/her section.

Writes Performance Reports on assigned personnel.

Operates within approved budget and give input for future budget requirements.

Provides a variety of reports concerning his/her assigned section of the warehouse operation.

Performs all assigned tasks within his/her areas of responsibility.

Performs other duties as assigned.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.



Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: High school diploma or GED.

Minimum Experience required: Four years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience. Must have a minimum of one-year supervisory experience within a warehouse environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must frequently stand, walk, use hands to feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and talk or hear. The employee must occasionally lift and move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The employee is occasionally exposed to wet or humid conditions, outdoor weather conditions, and extreme cold. The noise level in the work environment ranges from moderate to loud.

May be required to wear Personal Protective Equipment to include: Non-slippery or Steel Toe Shoes, back support, and leather gloves, and eye protection.