

EDITED TASK LISTING

CLASSIFICATION: WAREHOUSE MANAGER I/II (CORRECTIONAL FACILITY)

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Oversee the support functions to ensure proper materials management principles and policies are followed utilizing the State Administrative Manual (SAM), Department Operations Manual (DOM), Title 15, State Contracting Manual (SCM), Procurement Handbook and Business Information Systems (BIS) as required.
2.	Train subordinate staff (i.e. Warehouse Workers and/or Materials and Stores Supervisors, inmate labor, etc.) to ensure accurate completion of daily warehouse assignments utilizing various warehouse equipment, tool and key inventory, institutional policies/procedures, rules, and regulations as needed.
3.	Direct the training and development of staff to ensure professional development utilizing employee assessments, In-Service Training programs, on job training, training records, audit tools, etc. as required.
4.	Supervise the work performance of subordinate staff by monitoring daily work assignments, and preparing probationary/annual/individual development plans (IDPs) to ensure that staff are performing their duties utilizing duty statements, effective communication, DOM, SAM, SCM, Procurement Handbook, Title 15, bargaining unit contracts and Memorandums on a daily basis.
5.	Meet with institutional managers and staff to monitor and oversee the forecast of material needs in order to create an uninterrupted flow of material without overstocking by using BIS on a weekly basis.
6.	Recommend elimination or reduction of inventories to comply with proper material management principles utilizing BIS, DOM, Materials Management Handbook and the Department of General Services (DGS) Reutilization Program as needed.
7.	Review and approve purchase requisitions submitted by warehouse staff to ensure an uninterrupted flow of material without overstocking utilizing BIS projection reports as required.
8.	Review and update security/warehousing procedures to comply with current institutional/departmental policies and procedures (i.e., tool and key control logs, warehouse visitor logs and general security awareness) as necessary.
9.	Monitor and review the training of inmates in using equipment (i.e., forklift, pallet jack, hand truck, etc.) and proper materials to meet the day to day operational needs of the warehouse and institution utilizing the Injury Illness Prevention Program (IIPP), DOM, Occupational Safety and Health Administration [OSHA], Title 15, DGS guidelines, departmental policies and procedures as required.
10.	Monitor and supervise the ordering, receiving, stocking, storing of records, and issuance of warehouse stock items (i.e., housekeeping, clothing, food, general office supplies, forms, etc.) to comply with institutional guidelines utilizing SAM, DOM, and the DGS Materials Management Handbook on a daily basis.
11.	Maintain inventory control of warehouse stock items (i.e., housekeeping, clothing, food, general office supplies, etc.) to comply with institutional guidelines utilizing SAM, DOM, the DGS Materials Management Handbook and BIS on a daily basis.

Tasks highlighted in bold text are not currently on the SPB classification specification

EDITED TASK LISTING

CLASSIFICATION: WAREHOUSE MANAGER I/II (CORRECTIONAL FACILITY)

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
12.	Manage warehouse space efficiently with the appropriate use of pallet racks and proper storage of product/materials to comply with institutional and safety guidelines, utilizing SAM, DOM and the DGS Materials Management Handbook on a daily basis.
13.	Ensure a safe work environment by properly handling and storing chemicals, materials and supplies and retaining of Safety Data Sheets (SDS) in order to comply with hazardous materials and waste regulations utilizing available resources (i.e., IIPP, DOM, the DGS Materials Management Handbook, etc.) on a daily basis.
14.	Prepare concise and accurate warehousing reports such as goods receipts, goods issues, BIS reports and disseminate to appropriate staff (i.e., Procurement, and Institutional Management) to comply with policies and procedures SAM, DOM, DGS etc. as required.
15.	Recommend changes to procedures, policies and methods used by operational staff (i.e., support and maintenance warehouses, clothing, food, and housekeeping) to improve procedures for the warehouse utilizing SAM, DOM, DGS etc. as needed.
16.	Justify new and replacement equipment through approval from Institutional Management in order to meet warehouse operational requirements utilizing appropriate forms/reports as required.
17.	Facilitate the hiring process by conducting interviews, evaluating and recommending candidates for appointment in order to fill vacant positions utilizing various methods of filling vacancies such as certification lists, transfers, training and development assignments, reinstatements as needed.
18.	Plan work schedules and assign duties to maintain the operational needs of the institution based on fluctuating workloads, staff shortages, program changes, etc. utilizing effective management skills/tools such as verbal and written communication, time management, workload tracking and/or monitoring as needed.
19.	Monitor the inspection of the physical conditions of warehouses, warehouse vehicles and equipment to ensure proper maintenance and repair is completed utilizing inspection logs on a daily basis.
20.	Initiate and/or participate in the Progressive Discipline process to correct/improve employee performance/behavior, utilizing DOM, Title 15, effective communication skills, training, performance evaluations, coaching, informal/formal documentation, collective bargaining contracts, etc. as needed.
21.	Promote the Department's Equal Employment Opportunity (EEO) program in the hiring process in order to maintain a work environment that is free of discrimination and harassment utilizing DOM, Title 15, training, policies, procedures, state and federal laws, rules and regulations, as required.
22.	Enforce the Department's EEO program in the work place through effective supervision in order to maintain an environment that is free of discrimination and harassment utilizing training, policies, procedures, state and federal laws, rules and regulations, on a daily basis.

Tasks highlighted in bold text are not currently on the SPB classification specification

EDITED TASK LISTING

CLASSIFICATION: WAREHOUSE MANAGER I/II (CORRECTIONAL FACILITY)

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
23.	Act as the Procurement and Services Officer in his/her absence to ensure continued operations of the institution utilizing DOM, SCM, SAM, institutional operational procedures, procurement handbook and departmental policies per institutional needs.
24.	Communicate in a professional and effective manner with Managers, Supervisors and others (e.g. state employees, inmates/youthful offenders, public, contractors, vendors, inspectors, etc.) to provide and/or obtain information and establish an effective working relationship utilizing tact and interpersonal skills on a daily basis.
25.	Troubleshoot and investigate delayed, missing and/or incomplete shipments utilizing effective communication and interpersonal skills with the appropriate vendor and/or institutional staff to ensure that needed goods and materials are received in an expeditious manner in accordance with purchase documents as needed.
26.	Participate in updating the IIPP, SDS binder and other safety records by completing reports in order to maintain a safe and healthy work environment for the benefit of inmates, staff and the public in accordance with the designated unit safety coordinator utilizing departmental procedures as needed.
27.	Resolve conflicts, disagreements and disputes involving contractors, vendors, inmates/youthful offenders, subordinate and other institutional staff through effective communication and documentation, interpersonal, mediation and facilitation skills to achieve and maintain a cohesive and productive work environment in accordance with departmental policies and procedures as needed.
28.	Supervise the safety and security of persons and property to prevent the escape and/or injury of inmates/youthful offenders or to property through correctional awareness and training in accordance with DOM, departmental policies and procedures, and Title 15, on a daily basis.
29.	Attend departmental training classes as mandated by the Department for managers and supervisors (e.g., sexual harassment, use of force, equal employment opportunity, ethics, etc.) in order to meet the conditions of employment utilizing the In-Service Training schedule as required.
30.	Attend and participate in meetings (i.e. departmental, interdepartmental, safety, webinars, and inmate committees) in order to share and compare information regarding warehouse issues utilizing communication skills, written statistics, reports, etc. as required.