

EDITED KSAPC LISTING

CLASSIFICATION: MATERIALS & STORES SUPERVISOR I, CORRECTIONAL FACILITY

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

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of modern warehousing methods and practices (e.g. palletizing, stacking, shrink wrapping, etc.), to ensure product is properly stored or issued.
K2.	Comprehensive knowledge of receiving, shipping and inventory to ensure proper record keeping.
K3.	Basic knowledge of freight rates, classifications and claim procedures to ensure proper shipping of materials.
K4.	Basic knowledge of Office of Procurement specifications to provide adequate goods and services for the institution.
K5.	Basic knowledge of regulations involved with consolidated freight shipments to ensure an accurate inventory and aid in the Goods Receipt Process.
K6.	Basic knowledge of regulations involved with stock array systems to create a better flow of goods.
K7.	Comprehensive knowledge of the operation of motorized material handling equipment to comply with proper safety procedures.
K8.	Comprehensive knowledge of inventory and quality control procedures to maintain effective accountability within the warehouse operation.
K9.	Basic knowledge of special storage/handling requirements for certain supplies such as hazardous materials, hot items, and bulky items in order to maintain safety and security in the institution.
K10.	Basic knowledge of safety and sanitation techniques in a warehouse operation to maintain a healthy and safe work environment.

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

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Ability to:	
A1.	Communicate effectively for successful job performance.
A2.	Perform heavy physical labor and to perform other duties as assigned.
A3.	Utilize computer programs to generate reports and estimate future demands of various supplies based upon past/projected needs to cover anticipated programs and organizational projections.
A4.	Direct the work of others (e.g. inmates, youthful offenders, residents and patients) in order to ensure policies and procedures are followed.
A5.	Keep accurate records and prepare reports of work done to maintain inventory accountability.
A6.	Analyze situations accurately and take effective action to maintain order.
A7.	Learn the operation of forklifts and others types of motorized materials handling equipment to maintain proper storage of inventory.
A8.	Assume the duties of the Materials and Stores Supervisor II and/or Prison Canteen Manager I to maintain and preserve the cohesiveness of the institution.
A9.	Maintain a stable work environment to preserve order in a correctional setting.
A10.	Adapt to changes brought on by emergencies or unforeseen occurrences to meet the needs of the institution.

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KSAPC Statements	
<i>Personal Characteristics:</i>	
PC1.	Expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job.
PC2.	Expected to have and maintain tact in order to maintain effective communication.