

## EDITED TASK LISTING

**CLASSIFICATION: MATERIALS & STORES SUPERVISOR I, CORRECTIONAL FACILITY**

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

<b>Task Statements</b>	
1.	Maintain order of inmates, youthful offenders, residents, or patients assigned to their work area to ensure compliance to the safety and security guidelines using the Department of Corrections Operational Manual (DOM) on a daily basis.
2.	Supervise the conduct of inmates, youthful offenders, residents, or patients assigned to their work area to promote a safe work environment using the DOM on a daily basis.
3.	Supervise inmates, youthful offenders, residents, or patients in their work to ensure compliance with job duties using verbal and written instructions on a daily basis.
4.	Train inmates, youthful offenders, residents, or patients in their work to assist in receiving, unpacking, and checking of incoming material against purchase orders or bill of lading to ensure correct delivery and condition of goods using standard receiving practices on a daily basis.
5.	Instruct inmates, youthful offenders, residents, or patients in their work in receipt, storage, issuance and accountability of a volume of varied supplies using specific job duty statements on a daily basis.
6.	Supervise inmates, youthful offenders, residents, or patients in their work in receipt, storage, issuance and accountability of a volume of varied supplies using specific job duty statements on a daily basis.
7.	Prepare periodic appraisals of inmates, youthful offenders, residents, or patients conduct and productivity to evaluate and track performance issues utilizing the Strategic Offender Management System (SOMS) as required.
8.	Provide direct/indirect supervision of inmates in order to prevent escape and maintain a safe/secure correctional facility utilizing Title 15, In-Service Training (IST), On the Job Training (OJT), DOM, Injury Illness Prevention Program (IIPP), Operational Procedures (OP) as needed.
9.	Prevent injury to inmates, youthful offenders, residents, patients, employees or to property for the safety and security of the institution by explaining workplace hazards and providing safety training as directed.
10.	Maintain security of working areas and work materials to ensure the safety and security of the institution using tool control logs and the chit system on a daily basis.
11.	Inspect premises and search inmates, youthful offenders, residents, or patients for contraband (e.g. weapons, illegal drugs, etc.) in order to maintain the safety and security of the institution using physical pat downs and custody staff assistance on a daily basis or as needed.

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

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12.	Supervise inmates, youthful offenders, residents, or patients doing other related work (e.g. moving/cleaning furniture, delivering supplies, general cleaning of warehouse and warehouse vehicles, etc.) utilizing verbal direction and Safety Data Sheets (SDS) as needed.
13.	Assume duties and responsibilities in the absence of the Materials and Stores Supervisor II, Correctional Facility to maintain operational needs utilizing knowledge, policies and procedures as needed under the direction of the Warehouse Manager I/II.
14.	Prepare materials/stock for delivery/pick-up utilizing requisitions, material handling equipment, delivery practices, etc., on a daily basis in accordance with the DOM.
15.	Determine what supplies need to be ordered to create an uninterrupted flow of materials without overstocking by using personal knowledge/experience, Business Information System (BIS) and Trust Restitution Accounting and Canteen Systems (TRACS) as needed.
16.	Oversee the inmates, youthful offenders, residents or patients responsible for orders and canteen sales to ensure appropriate goods are delivered and sold properly utilizing BIS, TRACS and appropriate documentation as required.
17.	Maintain inventory records to ensure adequate stock levels are available utilizing the BIS, TRACS or other inventory tracking systems on a daily basis.
18.	Prepare areas for physical inventory by ensuring all receipts/issues are entered into BIS or TRACS, to ensure all cut-off dates are met in a timely manner by utilizing direct memorandums on a regular basis.
19.	Train and develop inmates, youthful offenders, residents or patients in proper receiving techniques to ensure compliance with state and local warehousing procedures using purchase orders, freight bills, invoices, packing list, temperature logs and inspection sheets as needed.
20.	Train and develop inmates, youthful offenders, residents or patients in proper storage techniques to ensure compliance with state and local warehousing procedures using the DOM, State Administrative Manual (SAM) and OP as needed.
21.	Ensure the safety and cleanliness of the warehouse in order to have a safe work environment utilizing all SDS and IIPP as required.
22.	<b>Maintain the Perpetual Chemical Inventory form in designated areas on all chemicals stored/used, using visual count of supplies to ensure proper distribution of chemicals per manufacturer's directions on a daily basis.</b>

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23.	Participate in inmates, youthful offenders, residents or patients disciplinary process (e.g. 115, 128, etc.), in order to address issues of substandard performance or rules violation by utilizing effective communication/supervision skills as per departmental policies and procedures as needed.
24.	Represent the Department in formal or informal settings by acting as a Subject Matter Expert in order to obtain and report information and/or represent the interest of the Department utilizing effective interpersonal communication skills and professional/personal knowledge as needed.
25.	Communicate in a professional and effective manner with others utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations as necessary.
26.	Address stressful situations in the work place in a professional and tactful manner in order to promote the overall health and well-being of employees, inmates, youthful offenders, residents or patients utilizing professional principles as needed.
27.	Recommend reduction/elimination as well as addition of inventory items to comply with proper materials management principles utilizing BIS, usage history documents and professional/personal knowledge as needed.
28.	Ensure inmates are properly trained in the use of material handling equipment (e.g. forklift, pallet jack, hand truck) to meet the day to day operational needs of the correctional facility utilizing IIPP, DOM, laws, rules, regulations and Department of General Services guidelines as required.
29.	Monitor shipping/receiving packages in order to comply with departmental policies and procedures utilizing traffic management, small parcel package contracts and Purchase Orders as needed.
30.	Monitor the inspection of the physical condition of warehouse, warehouse vehicles and equipment to ensure proper maintenance and repair is completed utilizing work orders and weekly inspection sheets as necessary.
31.	Order a large volume of varied supplies, materials, and equipment to provide adequate quantities for the institution utilizing SAM, DOM, IIPP, BIS, TRACS and State Contracting Manual on a daily basis.
32.	Review purchase documents submitted to the warehouse to ensure proper receipt of goods/services ordered utilizing Purchase Orders, delivery schedules, contracts, invoices, freight bills, etc. as required.