

Missouri Department of Transportation

Code: R01395

Title: Stockroom Supervisor

Exemption Status: Non-Exempt

Grade: 10

Job Description

Effective Date 01-01-2014

**Replaces
(Effective Date)** 06-01-2010

General Summary The stockroom supervisor manages the district stockroom activities, maintains the computerized inventory system, and coordinates the delivery of freight throughout the district. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** High School Diploma or GED/HiSET
Four years of experience in warehousing or inventory positions.
Successful completion of a range of motion examination and a medical-physical examination.

**Supervisory
Responsibilities** Full Supervision

Location District Offices - General Services

**Special Working
Conditions/Job
Characteristics** Job requires heavy physical exertion and effort.
Job requires exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment.
Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work

- (1) Coordinates district shipping and receiving of parts, supplies and signs.
- (2) Monitors stock levels, maintains inventory records and performs daily and month-end balancing functions.
- (3) Coordinates stockroom purchasing of parts and supplies to ensure all products are purchased through appropriate contracts; maintains current contract information.
- (4) Supervises stockroom personnel, including making employment-related decisions, assigning work, training and conducting performance management.
- (5) Responds to vendor inquiries concerning invoice payment status.
- (6) Advises on product ordering quantities to avoid under or overstocking items.
- (7) May coordinate annual physical inventory, assist with budget preparations, and investigate and respond to internal and external audit inquiries and reports.
- (8) May create product bid specifications; may review specifications on existing products for upgrades or changes; may recommend bid awards.

- (9) Performs supervisory responsibilities in a manner consistent with the Department's Affirmative Action Program.
- (10) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.