



Job Description

TITLE: Warehouse Manager	JOB CODE: 2280
DEPARTMENT: Central Purchasing	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Supervisor
UPDATED: April 12, 2022	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: NO	

Summary: Under limited supervision, organizes and manages the warehouse operations and staff; plans and coordinates the County's auctions of surplus property; ensures that operations comply with the New Mexico Procurement Code and County purchasing policies and guidelines.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Oversees and manages warehouse operations; supervises assigned staff; prioritizes and assigns tasks and projects; counsels, coaches, trains and instructs employees as required.
- Ensures all warehouse activities and operations are in compliance with procurement codes and policies, and that staff adheres to all safety guidelines and procedures.
- Processes orders that are requested by departments and not carried in inventory; reviews all paperwork for accuracy and completeness; issues and maintains department procurement programs.
- Purchases equipment, materials and supplies to maintain the warehouse inventory levels and to support all County departments and operations; maintains and updates inventory records; adjusts inventory levels and re-order points based on usage and departmental needs.
- Drafts complete and accurate product specifications and requirements for warehouse stocked equipment, materials, and supplies as required; prepares and issues "Request for Quotation" documents to vendors; ensures that additional requirements, terms and conditions, and contractual provisions are included in the documents.
- Locates potential vendors by phone, internet and other sources; obtains pricing, availability, and delivery schedule on required products; reviews quotations to ensure conformity to requirements; contacts vendors to obtain the best possible pricing; purchases materials from vendors providing the best price, service and delivery quotes.
- Expedites orders to meet established delivery dates and County needs.
- Evaluates and monitors vendor performance to determine compliance with quotation specifications, requirements, and contractual obligations.
- Enters incoming stock into inventory records; examines receipts to ensure that pricing is correct and that the proper materials in the right quantities are received; contacts vendors to resolve inaccuracies.
- Stocks inventory in the warehouse as it is received; processes returns of defective and damaged items; coordinates with vendors and ensures that inventory and accounting records are corrected.
- Plans and coordinates the County's periodic auction of surplus property.
- Receives orders and ensures that proper procedures are followed; reviews outgoing orders for accuracy before goods leave the warehouse.
- Distributes complete and accurate monthly usage reports to departments and to Finance for County Department(s) charge outs.
- Oversees and maintains warehouse cleanliness.
- Performs other related duties as assigned.

Job Description

Warehouse Manager

Required Knowledge and Skills:

- Knowledge of New Mexico Procurement Code and County Purchasing Policies.
- Knowledge of inventory and warehouse methods and techniques.
- Knowledge of customer service principles, practices and techniques.
- Knowledge of County policies and procedures.
- Knowledge of supervisory principles, practices and methods.
- Knowledge of basic accounting, bookkeeping and records management.
- Skill in the safe use of a forklift and hand and power tools.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in communicating effectively, both orally and in writing.
- Skill in the use of basic mathematics.
- Skill in planning and implementing policies and procedures.
- Skill in establishing and maintaining effective working relationships with County staff, vendors and the general public.
- Skill in the use of a personal computer and standard business software.

Education and Experience

- High School Diploma or GED and three (3) years purchasing and warehousing experience.
- Must be certified for operations of a forklift within six (6) months of hire.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in both office and warehouse environments; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May occasionally be required to lift up to approximately 50 pounds and team lift or move up to approximately 100 pounds. Bending, reaching, kneeling and lifting of stocked inventory must be performed routinely.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Computerized and conventional office equipment, County motor vehicles, forklifts, hand trucks, carts, pallet jack, and dollies.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____