

**Career Service Authority**

***Election Warehouse Operations Supervisor***

Revised Date                    / /  
Revised By                     Shirley Nikkel  
FLSA Code                     Non-Exempt  
Est. Date                      09/16/95

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***General Statement of Duties***

Supervises a warehouse crew and performs maintenance, repair and set up of voting machines.

***Essential Duties and Knowledge, Skill, and Ability Requirements***

1. Schedules and assigns work for subordinate crew members.
  - *Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.*
2. Reviews work upon completion for adherence to guidelines and standards.
  - *Skill in reviewing work for accuracy and completeness.*
3. Resolves problems encountered by employees during the course of the assignment.
  - *Skill in analyzing and resolving problems related to the work assignment.*
4. Implements staff training and development plans to provide cross training of employees, specific job related training, and other approaches to provide opportunities for staff flexibility and development.
  - *Skill in applying the principles of staff development to provide staff training and cross training.*
5. Implements and interprets policies and procedures developed by higher level managers or supervisors. Assists in developing, recommending, and coordinating the implementation of new procedures for the assigned functions or unit.
  - *Skill in developing and implementing policies and procedures related to the work assignment.*
6. Implements safety standards and develops procedures to ensure compliance.

- *Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations*
- 7. Delegates responsibility and authority to subordinate staff.
  - *Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.*
- 8. Receives formal and informal grievances and conducts preliminary discussions for settlement when necessary.
  - *Knowledge of conflict resolution techniques sufficient to be able to arbitrate and/or resolve conflicts as they arise.*
- 9. Maintains records and prepares daily activity reports.
  - *Skill in maintaining and organizing files, records and documents.*
  - *Skill in completing forms and paperwork relative to the work assignment.*
- 10. Operates, demonstrates and maintains equipment appropriate to the assigned function.
  - *Skill in establishing and maintaining effective working relationships with other employees and the public.*
  - *Skill in maintaining equipment common to the area.*
  - *Skill in using equipment needed to transport materials within a warehouse.*
- 11. Oversees the pickup and delivery of voting machines to various locations.
  - *Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.*
- 12. Oversees inventory control or warehousing operations.
  - *Knowledge of ordering and controlling supplies sufficient to be able to evaluate and estimate usage rates, storage problems and values.*
- 13. Performs other related duties as assigned or requested.

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*Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.*  
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## ***Job Requirements***

### **Level of Supervision**

Supervises two or more employees who do not supervise.

### **Guidance and Decision Making**

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions. Duties assigned are generally repetitive and restricted in scope, but may be of substantial intricacy. Employee is primarily concerned with the application of standardized practices. Decisions or recommendations on non standardized situations are limited to relating organizational policies to specific cases. Problems which are not covered by guidelines or are without precedent are taken up with the supervisor. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

### **Interpersonal Communications**

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

### **Physical Demands**

Standing: remaining on one's feet in an upright position.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Repetitive motions: Making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

### **Vision Requirements**

Near acuity: ability to see clearly at 20 inches or less.

### **Mental Demands**

Memorization

Oral Comprehension

<b>Working Conditions</b>	Subject to injury from moving parts of equipment Subject to many interruptions.
<b>Minimum Education</b>	Graduation from high school or possession of a GED Certificate required.
<b>Minimum Experience</b>	One year of warehouse experience.
<b>Equivalency</b>	Additional appropriate education may be substituted for the minimum experience requirement.
<b>Licensure and Certification</b>	Possession of a valid Colorado Class "R" Driver's License at the time of application.