

## DOC DISTRIBUTION MANAGER

This is managerial and administrative work in directing and overseeing all aspects of the shipping, storage and receiving of goods in a large-scale warehouse and statewide distribution operation with at least 70,000 square feet of storage space and a fleet of twelve or more tractor-trailer trucks. Employees are responsible for all on-site and remote storage facilities, equipment and trucks, and for directly or indirectly supervising at least eighteen or more lower-level Shipping/Receiving Supervisor I-III positions, truck drivers, dispatchers and other support personnel. Employees supervise, plan, direct, review and evaluate the work of subordinates, oversee work performance and quality control, provide and evaluate job training, counsel and administer discipline to subordinates and interview and hire applicants for vacant positions. Employees plan work assignments, develop and implement schedules and routes, set short and long-term priorities and goals, make adjustments to accommodate new priorities and establish or make changes to the workflow, methods and procedures. Employees supervise subordinates in directing, training, counseling, evaluating, disciplining and monitoring inmates performing generally unskilled shipping and/or receiving work including the receiving, unloading, inspecting, storing, dating and recording in inventory, pulling, loading and shipping of a very wide variety of goods to supply correctional institutions and support facilities, or state agencies and universities, county and local governments and school districts. Employees are responsible for the entire warehouse and distribution process, administering assigned budgets, overseeing inventory turns and making adjustments to reorder points, reconciling inventory, contract maintenance for buildings, trucks and other equipment, developing and recommending new equipment and trucks, and for maintaining all schedules. Employees administer a standard FIFO (first in, first out) inventory system and oversee cycle counts and periodic physical inventory of all goods and materials, make complex product quality decisions and damage assessments, ensure that all receiving, inventory records and shipping paperwork are in order and that trailers are loaded on schedule and in accordance with delivery stops. Work includes resolving problems with suppliers and customers and strictly enforcing safety policies and OSHA and DOT guidelines for the storage and shipment of hazardous materials. Employees oversee and direct inmate work performance evaluations and approve all recommended salary increases or decreases and make the final decision on whether the inmate should continue on the job or be sent back to the institution. Work may include other duties and responsibilities as assigned. Work is performed under the general supervision of a higher level manager.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees plan short and long-term work schedules, make adjustments to inventories and shipping/receiving schedules, and establish short and long-term priorities within established goals and objectives. Employees also plan and determine facility, equipment and manpower needs.

Organizing and Directing - Employees evaluate inventory turns, receiving and shipping orders, warehouse space allocations, assign work to subordinate employees and inmates, make adjustments to operations to accommodate new priorities, and make adjustments to work schedules to balance the work load.

Budgeting - Employees are responsible for planning and administering budgets, and determining and recommending manpower, equipment, raw material and facility needs to the director.

Training - Employees evaluate training needs of subordinates and inmates and direct and oversee equipment, operational task and safety training as necessary to each individual.

Setting Work Standards - Employees explain and instruct subordinates in established work rules and standards governing quality and quantity, and set or change these standards as necessary.

Reviewing Work - Employees monitor work in progress and usually spot check completed work and can accept, amend or reject this work based on established standards. Some standards may not be established or are vague and require interpretation.

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Counseling and Discipline - Employees are responsible for counseling subordinates regarding work performance and adherence to rules, conducting all formal disciplinary actions, reviewing incident reports, and approving the firing, demoting or reassigning inmates to other functions.

Performing Other Personnel Functions - Employees are responsible for a full range of personnel functions including interviewing subordinates for employment, recommending new hires, approving inmate salary adjustments, conducting periodic evaluations of performance, approving leave requests and setting job duties.

### II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Shipping, receiving and warehousing operations are usually very stable with only occasional changes in methods, procedures, equipment and work rules.

Variety of Work Supervised - Employees are primarily responsible for the entire shipping, receiving and warehousing operation and function as the overall manager.

Number of Employees Responsible For - Employees direct and supervise at least eighteen or more subordinate employees and directly or indirectly 20-40 inmate workers.

### III. EXTENT OF SUPERVISION RECEIVED:

Employees work under very limited administrative and technical review with most work being evaluated by the overall performance of the shipping, receiving and warehousing operation. The director may review the more complex or controversial decisions and approve the most significant changes in methods or operating procedures.

### IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - N/A

Fluctuating Work Force - Because of the correctional environment, the inmate work force may fluctuate in size along with a constant turnover in individual inmates.

Physical Dispersion - Typically subordinates and the inmate work crew is located in one contiguous area although sometimes may be dispersed. The employees may be isolated with inmates in some instances.

### V. RECRUITMENT STANDARDS:

Knowledge, Skills and Abilities - Advanced working knowledge of shipping and receiving operations in a large-scale distribution center and of the related safety guidelines. Ability to orient, train, supervise, evaluate, counsel and discipline subordinates and inmates. Ability to motivate inmates in meeting production and quality standards. Ability to plan and implement work schedules and balance work loads. Ability to administer budgets, maintain necessary records and inventories and to review and express related technical information clearly both orally and in writing. Ability to establish and maintain effective supervisor/employee relationships with inmate workers and effective working relationships with all subordinate employees.

Minimum Training & Experience Requirements - Graduation from high school and a minimum of five years of warehouse and distribution experience at least three of which are supervisory; or an equivalent combination of training and directly related experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.