

DISTRIBUTION SERVICES SUPERVISOR SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
3660(3437)	Assistant Distribution Services Supervisor	05	075	6 mo.	08/04/94
3658(3486)	Distribution Services Supervisor	05	075	6 mo.	08/04/94

Promotional Line: 117

Series Narrative

Employees in this series supervise or assist in the supervision of operations involved in the receipt and delivery of materials shipped to a university (such as freight, mail, commodities, or supplies).

DESCRIPTIONS OF LEVELS OF WORK

Level I: Assistant Distribution Services Supervisor 3660(3437)

Employees at this level assist in the supervision of operations involved in the receipt and delivery of materials at a university. They work under general supervision from a designated supervisor.

An Assistant Distribution Services Supervisor typically--

1. assists in the supervision of the receipt, unpacking, storage, and delivery of materials shipped to the university
2. assists in the coordination and supervision of delivery and pick-up services
3. collects and sorts records of receipts and shipments; correlates materials with purchase orders, freight bills, and shipping tickets
4. implements daily delivery schedules
5. responds to routine customer inquiries regarding services and schedules as assigned
6. provides input in the creation, review, and modification of delivery routes and staff assignments
7. in the supervisor's absence, provides coordination and supervision of immediate staff and other related stores/receiving personnel
8. coordinates actual maintenance and repair of material handling equipment and delivery vehicles
9. collects data for productivity, staffing, and activity records and reports
10. performs other related duties as assigned

Level II: Distribution Services Supervisor **3658(3486)**

Employees at this level are responsible for supervising operations involving the receipt and delivery of materials at a university. They work under direction from a designated manager.

A Distribution Services Supervisor typically--

1. supervises the receipt, unpacking, storage, and delivery of materials shipped to the university
2. coordinates and supervises delivery and pick-up services
3. records receipts and shipments of university property; correlates materials with purchase orders, freight bills, and shipping tickets
4. establishes and evaluates schedules for delivery of materials, equipment, and supplies
5. responds to customer inquiries regarding services, schedules, and conflict resolution
6. establishes, reviews, and modifies delivery routes and staff assignments
7. supervises immediate staff and other related stores/receiving personnel
8. establishes maintenance, repair, and replacement schedules of material handling equipment and delivery vehicles
9. prepares and maintains productivity, staff, and activity records and reports
10. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Assistant Distribution Services Supervisor** **3660(3437)****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. high school graduation or equivalent
2. three years of institutional, industrial, and/or commercial experience in: stores/receiving, freight handling or hauling, route scheduling, moving and delivery services, warehouse loading and storage operations, and/or terminal dispatching. Credit for college course work in operations management may be substituted for up to one year of the above experience on the basis of one semester hour of credit being equal to one month of work experience.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. written and verbal communications skills
2. supervisory ability

3. ability to coordinate operations

Level II: Distribution Services Supervisor

3658(3486)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. has credential requirements listed for the Assistant Distribution Services Supervisor
2. one additional year of experience as defined in requirement #2 of the Assistant Distribution Services Supervisor that also included the direct supervision of others

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. proficient in verbal and written communications
2. supervisory skills
3. analytical ability
4. ability to maintain records and prepare reports