



# ARIZONA SUPERIOR COURT IN PIMA COUNTY PIMA COUNTY JUVENILE COURT

## Job Description

**Job Title:** Supervisor, Warehouse and Custodial Services  
**Job Code:** 8069  
**Pay Grade:** 45  
**FLSA Status:** Exempt

### **PURPOSE OF CLASSIFICATION:**

Under the direct supervision of the Juvenile Court Facilities Services Manager this position is responsible for supervising, planning, directing, and coordinating the Juvenile Courts warehouse supply personnel, directing the daily work functions and overseeing the work process and quality of work performed. Coordinate the receipt, issuance, inventory, and storage of supplies, materials, and equipment for the various Juvenile Court Divisions. On occasion, will direct and coordinate the work schedules of the Facilities Maintenance and Supply personnel.

### **ESSENTIAL FUNCTIONS:**

- Supervises warehouse and supply employees in the facilities services unit.
- Coordinates the schedule of the work unit staff, verifies time records, authorizes absences, trains employees on new processes, evaluates employee's work for quality, timeliness, and completed tasks.
- Participates in and supervises the issuance, receipt, and delivery of a variety of supplies, materials and equipment.
- Responds to questions or problems which mostly require explanation of departmental rules and policies.
- Insures compliance with specifications and invoice terms for all materials, supplies, and equipment.
- Supervises the disbursement of documents, materials and equipment.
- Maintains files and records activities such as warehouse supplies, inventory, maintenance, and repair requests.
- Oversees the warehouse supply and inventory using automated and visual methods, and maintain cataloguing and identification records.
- Interacts with procurement personnel to discuss vendor price quotations, the purchase of material, equipment, and supplies.
- Contacts vendors for price quotations, terms, and discounts for materials and supplies.
- Monitors the unit's computerized data management systems, recommends and assist in the development of changes and equipment needs of the various Court Divisions.
- Gathers and retrieves information from manual or automated systems for reporting purposes and to monitor usage and to maintain.
- Operates departmental vehicles for pick up and deliveries of supplies and equipment.
- Participates in the recruitment and selection of new employees, coordinates training of new tasks, establishes work objectives, conducts employee performance appraisals and employee counseling.
- Prepares reports as directed.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- On a limited basis, acts on behalf of the facilities services manager in his extended absence from work.
- Acts as the supply and custodial representative to various committees and meetings.
- Assists various juvenile court divisions by scheduling their requests with the warehouse and maintenance units and to expedite their requests for routine and no-routine requests for supplies, repairs and maintenance requests,
- Perform other duties and projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of principal and practices involved in the ordering, receipt, storage, inventory, and disbursement of a wide variety of materials and equipment.
- Knowledge in warehousing, materials handling, equipment operations and safety procedures.
- Knowledge of OSHA for safe and effective operations of warehouse management and the use of a variety of equipment.
- Must have knowledge of methods and practices used in cleaning buildings, maintaining grounds, inventory control, materials and equipment.
- Must have knowledge of OSHA and MSDS materials and procedures.
- Must have some knowledge of purchasing and requisitioning procedures.
- Must be able to operate a computer and associated software.
- Must have knowledge of business English, grammar, punctuation, spelling, and a mathematical aptitude.
- Must have some knowledge in routine and non-routine repairs and maintenance of equipment and facilities.
- Must have the ability to communicate with employees, vendors, the public, judicial staff, and court administration.

**MINIMUM QUALIFICATIONS:**

A High School diploma or equivalent G.E.D. certificate and four years of combined experience in each of the following areas; commercial, institutional or industrial warehousing and/or custodial work; operational processing of the receipt and issuance of supplies, materials and equipment; and purchasing for an organization or department, including at least one year of lead or supervisory responsibility in one of the aforementioned areas. OR any equivalent combination of experience, trainings, and/or educations approved by Human resources.

**LICENSES AND CERTIFICATES:**

A valid Arizona Class D Driver’s License is required at time of appointment.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties both in an office environment and warehouse environment. Administrative duties are performed in the office and the physical tasks, which include the receipt, verification and storage of supplies, materials, and food, are performed lifting materials, equipment in excess of 30 lbs or more. Will operate a forklift and hand truck to lift and move heavy weighted materials.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to the Facilities Service Manager. This position performs duties under general supervision and supervises staff within facilities services.

Date: 11/23/04  
Revised: 11/01/05; 10/26/07; 12/15/11; 01/31/12

Approved by: \_\_\_\_\_  
Hiring Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Human Resources

\_\_\_\_\_  
Date