

LOGISTICS SUPERVISOR 5135
ASSISTANT LOGISTICS SUPERVISOR 5140

DEFINITION

Plans, organizes, and supervises the daily logistical operations of a school district procurement warehouse including receipt, inspection, storage, distribution, loading, and delivery of supplies including route planning. An Assistant Logistics Supervisor assists a Logistics Supervisor with the aforementioned functions.

TYPICAL DUTIES

Plans delivery routes using a computerized routing system, monitors routes daily, and makes necessary adjustments to routes to correct for overloads, lateness, and related problems. Confers with warehouse management to determine overall quantities of product to be shipped. Supervises the loading of trucks to ensure the proper sequence of deliveries, space utilization, load balance, and prevention of damage to product. Routes and dispatches trucks for deliveries and transfers of supplies, freight, foods, material, equipment, and mail. Verifies the accuracy of quantity, condition, labeling, and address information to ensure such information is consistent with information on shipping invoice and resolves shipment discrepancies. Checks daily truck reports for proper accounting charges. Orients and trains personnel assigned to loading docks. Schedules and arranges safety inspections of trucks. Provides cost analysis and truck routing recommendations and related reports such as cost estimates and requests for moving furniture and equipment at District locations based on labor, materials, and equipment requirements to the Truck Operations Manager based on cost information entered into the computerized routing program. Makes presentations related to the logistic routing program to staff as required. Serves as liaison for Truck Operations with technology vendors related to warehouse management systems and routing and bar-code labeling programs. May drive any truck or tractor-trailer combination as permitted with a Class A Commercial Driver License for short distances on public streets and may hook and unhook trailers. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Logistics Supervisor utilizes a computerized routing system to plan, coordinate, and supervise the loading and routing of supplies and makes recommendations towards improving work flow.

An Assistant Logistics Supervisor assists a Logistics Supervisor with the planning, coordination, and supervision of the logistical operations of a procurement warehouse.

A Head Stock Clerk has responsibility for one or more supply operations and supervises Stock Clerks, Stock Workers, Forklift Operators, and clerical personnel in the ordering, receiving, storing, and issuing of supplies and equipment. A Head Stock Clerk supervises a large crew in the performance of duties related to one supply function or supervises fewer employees in the performance of duties involved with a variety of supply functions.

SUPERVISION

Assistant Logistics Supervisor

General supervision is received from a Logistics Supervisor. General supervision is exercised over Truck Drivers, Stock Workers, and other lower-level personnel.

Logistics Supervisor

General supervision is received from the Truck Operations Manager or Assistant Truck Operations Manager. General supervision is exercised over the Assistant Logistics Supervisors, Truck Drivers, Stock Workers, and other lower-level personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and techniques of route scheduling
- Geographic areas of the City and County of Los Angeles
- Provisions of the California Motor Vehicle Code and the California Administrative Code with regard to vehicle loading, weight regulations, accident procedures, and other motor vehicle regulations
- Routing, scheduling, and route consolidation
- Principles of supervision and training methods
- Methods of handling supplies and equipment in loading and unloading heavy-duty equipment
- Shipping and receiving methods and related clerical procedures
- Forklift and pallet jack operating methods
- Record keeping and report preparation techniques
- Logistics management system
- Microsoft Windows Operating Systems and Office Suite Programs

Ability to:

- Estimate time and personnel required to assemble and load material for each route
- Estimate loads and coordinate truck trips for maximum efficiency
- Coordinate truck-loading with warehouse personnel
- Make quick and accurate decisions
- Effectively work under pressure with frequent interruptions
- Communicate effectively, both orally and in writing
- Work effectively with District personnel
- Operate a computer and associated peripheral equipment

Special Physical Requirements:

- Ability to safely pull, push, lift, and carry objects weighing up to 100 pounds.
- Ability to stand, walk, bend, and kneel
- Ability to stand and work in extremely cold temperatures for short periods of time

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. Completion of the Los Angeles Unified School District's Organizational Excellence Exceptional Supervisor Certificate Program I is preferable.

Experience:

Assistant Logistics Supervisor

Three years of experience driving a truck tractor-trailer combination or a truck and trailer combination in truck operations, with responsibility for or participation in checking, receiving, sorting, loading, and unloading supplies and equipment on trucks and trailers. Experience providing work direction to employees is preferable.

Logistics Supervisor

Three years of experience driving a truck tractor-trailer combination or a truck and trailer combination and one year of supervisory experience in truck operations, with responsibility for or participation in checking, coordinating, dispatching, loading, and unloading supplies and equipment on trucks and trailers. Such experience may be concurrent.

Special:

A valid California Commercial Driver License, Class A.

A valid California Commercial Driver License, Class A doubles/triples endorsement is preferable.

Employees in this class may be required to work varying shifts.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
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JPK