

RECEIVING INSPECTOR

DEFINITION

Supervises the manual and clerical duties of the receiving and storage of supplies, foods, and materials at one or more supply operations.

TYPICAL DUTIES

Supervises and assists employees in the performance of assigned duties such as:

- Inspecting supplies, foods, and materials delivered to warehouses from vendors, schools, and State agencies for completeness and accuracy and examining goods received for breakage or deviation from specifications
- Storing stock in an orderly and efficient manner
- Conducting physical inventory counts

Contacts District personnel, vendors, and common carriers concerning errors in delivery, breakage of materials, deviation from specifications, and other problems concerning the receipt and inspection of goods.

Operates a variety of machines, such as copiers, calculators, office computers, or other related peripheral equipment.

Determines labor allocation required for the performance of assigned work.

Maintains records and files related to the receipt and inspection of goods, including shortages, over shipments, and returns utilizing a warehouse management system in SAP.

Researches and resolves discrepancies in records and reports.

Signs and approves delivery slips and purchase orders for goods received.

Maintains Safety Data Sheets (SDS) on all stock items.

May operate equipment such as electric pallet transporters, hand trucks, forklifts, and power or manual pallet jacks.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Receiving Inspector supervises the receiving, storing, and issuing of supplies, foods, and materials, and the processing of purchase orders.

A Stores Supervisor assists a Senior Stores Supervisor in directing the personnel and operations of District warehouses.

A Principal Stock Clerk performs manual and clerical duties in connection with one or more supply operations, and exercises supervision over Forklift Operators, Stock Clerks, and Stock Workers.

SUPERVISION

General supervision is received from a Senior Stores Supervisor or Stores Supervisor. Supervision is exercised over Forklift Operators, Principal Stock Clerks, Stock Clerks, Stock Workers, and clerical personnel as assigned.

CLASS QUALIFICATIONS

Knowledge of:

- Methods and procedures for the receipt and inspection of materials
- Principles of supervision
- Safety regulations and practices relating to storing, moving, and loading equipment and heavy items in a warehouse
- Methods of handling, storing, wrapping, and packing various types of items, including fragile and perishable materials
- Clerical procedures required in supply operations
- Safety and fire regulations and practices pertaining to warehouse layout and storage of material and equipment
- Safe operation of material handling equipment
- Safe lifting procedures
- Computer applications such as word processing, spreadsheets, database, email and graphics software programs
- SAP Warehouse Management System

Ability to:

- Interpret specifications in written or graphic form
- Supervise and perform with accuracy and safety various clerical and manual operations required in a warehouse
- Exercise proper judgment in operating and loading lift-trucks and other material-handling equipment
- Perform accurate tests of materials for compliance with specifications
- Keep accurate records pertaining to receiving, storing, and issuing equipment and supplies
- Recognize safety hazards and take appropriate action
- Prepare clear and concise reports
- Work effectively with vendors and District personnel
- Operate a computer and associated peripheral equipment

Special Physical Requirement:

- Safely lift and move items weighing up to 100 pounds
- Stand and walk on concrete floor for extended periods of time
- Manual dexterity to operate material-handling equipment
- Ability to frequently bend, kneel, twist, and climb stairs

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in warehousing, supervision, and written communication.

Experience:

Three years of experience in receiving, inspecting, storing, or issuing supplies and equipment.

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.

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JPK