

# Vehicle / Heavy-Duty Equipment Warehouse Supervisor

## Position Details

Class Code: 6325

Job Family: Service/Transportation Worker

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, coordinates and supervises the activities of assigned staff on multiple shifts/locations, the operation of the central vehicle/heavy-duty equipment parts warehouse, and the distribution of parts/supplies to satellite garages.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervises, trains, and coordinates employees engaged in receiving, storing, and issuing vehicle/heavy-duty equipment parts and supplies.
2. Coordinates the distribution of vehicle parts, equipment, and supplies between central and satellite warehouses, and with other sections of the Clark County School District Transportation Department.
3. Coordinates with Garage Manager regarding parts/equipment/supply availability and alternatives.
4. Organizes vehicle/heavy-duty parts warehouse storage area; maintains inventory control.
5. Receives, inspects, and stores parts, equipment, and supplies.
6. Compiles/maintains records of part/supply quantities, costs, and types.

7. Reviews all invoices daily, prior to completion of payment reconciliation sheets; produces weekly reports.
  8. Calculates stock requirements based on inventory and repair schedules; requisitions parts, equipment, and supplies needed.
  9. Researches and determines substitutions for vehicle parts.
  10. Communicates and confers with buyers, vendors, and manufacturers regarding specifications of parts, equipment, and supplies.
  11. Resolves satellite garage delivery problems.
  12. Researches defective parts' warranties for reimbursement or replacement.
  13. Initiates/directs inventories of parts, equipment, and supplies.
  14. Responsible for maintaining status reports on equipment/vehicles with repairs pending.
  15. Reviews, edits, and submits payroll time sheets, purchasing cards, and special purchase orders (SPOs) for processing.
  16. Provides input for the evaluation of assigned staff.
  17. Supervises appropriate warehouse housekeeping activities.
  18. Responsible for the safe handling and disposal of hazardous materials.
  19. Conforms to safety standards, as prescribed.
  20. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Orders, stocks, issues, and accounts for vehicle/heavy-duty equipment parts and supplies; coordinates/supervises assigned staff at central and satellite locations.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Extensive knowledge of vehicle/heavy-duty equipment parts, supplies, and catalogs.
2. Extensive knowledge of various systems related to vehicle/heavy-duty equipment repair (i.e., diesel, hydraulic, gasoline, air brake, etc.)
3. Extensive knowledge of warehousing practices and procedures.
4. Ability to operate a computer and use software applications.
5. Ability to supervise, train, and evaluate employees.
6. Ability to troubleshoot problems with vehicle/heavy-duty equipment parts.
7. Ability to coordinate activities with vendors and manufacturers.
8. Ability to develop and apply procedures.

9. Ability to plan and organize work.
  10. Ability to communicate clearly, verbally and in writing.
  11. Ability to compile and maintain database records.
  12. Ability to meet predetermined deadlines.
  13. Ability to work flexible hours or shifts.
  14. Ability to work in confined work areas.
  15. Ability to withstand heights and perform work safely.
  16. Ability to work cooperatively with employees, vendors, manufacturers, and the public.
  17. Ability to recognize and report hazards and apply safe work methods.
  18. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Five (5) years' experience in a vehicle/heavy-duty equipment parts shop or warehouse.

### **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.

### **Preferred Qualifications**

1. Supervisory experience.
  2. Automotive Service Excellence (ASE) certification in light/heavy-duty parts.
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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)

2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  3. Copy of current driving history issued by the DMV.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

District garages and travel to/from various parts supply vendors.

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## **Work Environment**

### **Strength**

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stopping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### **Environmental Conditions**

Exposure to extremes of hot/humid conditions and wet environments, while wearing respirator/protective clothing with limited air circulation. Climate-controlled office setting with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

### **Hazards**

Exposure to noise, fumes, chemicals, spray-glue, and encapsulate in a fast-paced work environment. Furniture, playground/office equipment, communicable diseases, and power/hand-operated equipment and machinery (as related to specific assignment.)

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## Examples of Equipment/Supplies Used to Perform Tasks

District-issued automotive and light-duty vehicles/personal vehicles, computers, printers, calculators, key making machines, hydraulic hose make-up machines, brake lathe, forklifts, calipers and micrometers, lift gates, etc.

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### AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

### Job Revision Information

- Revised: 06/23/23
- Created: 07/01/88