



**University of Texas at El Paso  
Job Description**

**Job Code:** 5434  
**Job Title:** Warehouse Operations & Labor Crew Supervisor  
**Department:** Job may be available in different departments/divisions  
**Reports To:** Assistant Director  
**FLSA Status:** Exempt  
**Prepared by:** Human Resource Services  
**Creation / Revision Date:** October 22, 2010

**Summary:** Responsible for the management and administration of the warehouse operations which includes delivery, storage, stores, inventory, and surplus. Supervises and coordinates labor crew tasks and manages the recycling program. Must possess a high degree of knowledge, and technical skills in all areas of the warehouse operations, labor crew management and management of a recycling program.

**Note:** The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

**Statement of Duties and Responsibilities:**

Manages the day-to-day operations of the entire warehouse facilities; establishes operational procedures for all warehouse activities; develops and implements employee training and safety programs.

Determines work schedules and assigns work to warehouse personnel; schedules and provides additional personnel and support during peak and critical seasons; ensures the safekeeping of equipment and materials that are received and stored; trains employees on care, preservation, and distribution of items received, stored, and shipped, methods and use of equipment in handling, storing, maintaining, and shipping stock.

Inspects delivery equipment and warehouse equipment for proper functioning and maintenance; prepares work orders and requisitions for replacement and repairing of equipment.

Supervises and participates in conducting inventories and ensures all personnel assigned to the warehouse operations are in compliance with policies and procedures; verifies computer inventory figures against physical count and adjusts errors in computation or count, or investigates and reports reasons for discrepancies.

Recommends measures to improve warehouse space utilization, production methods, equipment performance, quality of product, and working conditions to increase efficiency of shop, department, or work crew.

Confers with department heads to ensure coordination of warehouse activities and proper inventory levels of all stock.

Plans budgets and operates within approved budgets for assigned areas (warehouse, labor crew, recycling, and surplus); responsible for numerous daily, weekly, and monthly reports concerning warehouse operations; and produces reports for the Recycling and Surplus programs.

Must be trained on handling hazardous materials and ensure all safety measures concerning these types of materials are adhered to.

Schedules pick-up of surplus property and ensures proper documents are completed correctly.

Interprets and assigns work to labor crew personnel and manages labor crew event support requirements; estimates labor crew labor and material costs; reports the estimate to superior and work control; coordinates with other trades or department supervisors on work projects and materials requirements for completion of job.

Operates within approved budget and gives input for future budget requirements.

Interprets company policies to workers and enforces safety regulations by conducting safety meetings.



Analyzes and resolves work problems; initiates or suggests plans to motivate workers to achieve work goals; maintains timecards and attendance reports.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

**Supervisory Responsibilities** Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Education required:** High school diploma or GED.

**Minimum Experience required:** Five years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience. Familiarity of various hand tools and heavy equipment to include: forklift, material handling equipment, personal lift, etc.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must frequently stand, walk, use hands to feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and talk or hear. The employee must occasionally lift and move up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The employee is occasionally exposed to wet or humid conditions, outdoor weather conditions, and extreme cold; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; explosives; risk of radiation and vibration. The noise level in the work environment ranges from moderate to loud.

May be required to use Personal Protective Equipment to include: Steel toe or Non-slippery shoes, back belt, and ear and eye protection.