

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 008109
Grade 20
FLSA: E**

WAREHOUSE ASSISTANT SUPERVISOR

DEFINITION OF CLASS:

This is supervisory work directing employees conducting any of several specific functions in a warehouse environment including receiving, storing, moving, retrieving, and electronically documenting movement of alcoholic beverages. Contacts are with subordinate employees in the same organizational unit and supervisors/employees of other County Government organizations having common interests in order to assign and coordinate work and resolve operating problems; with contractors in order to coordinate night loading of merchandise; and with vendors, licensees and store managers in order to provide information and resolve problems. While this class of work includes occasional conversations with citizens, it does not require an employee to provide direct public service and assistance on a sustained basis.

Within the assigned warehousing functional area, an employee in this class is responsible for daily and weekly planning and scheduling of necessary activities; assigning and adjusting workloads as necessary; and maintaining physical inventories of stock. Depending on the assigned functional area, employees may process shipments received into warehouse inventory records; initiate claims; supervise the “picking” of merchandise to fill customer orders; respond to inquiries and complaints from customers, vendors, or the general public; conduct and sign performance appraisal recommendations; and maintain employee time and attendance records and work schedules. Overall objectives and resources available are set. Work is performed under general supervision, with latitude for planning and directing work to meet assigned objectives, and for resolving most of the conflicts which may arise. Completed work is reviewed only from an overall standpoint in terms of effectiveness in meeting expected results. Guidelines consist of County, Department and Division policies and procedures and applicable alcoholic beverage laws and regulations. The employee may deviate from existing policies, regulations and guidelines in responding to unusual or non-standard situations. The complexity of the work is derived from the employee’s ability to effectively manage the assigned warehousing function in consideration of the shelf life of products, the majority of which must be rotated; limited storage space; staff shortages; solving delivery problems; and providing suitable service to licensees. The impact of properly performed work is realized by licensees and County Liquor Store Managers; efficient warehousing of perishable products; availability for timely delivery of alcoholic beverages; and the safety, accuracy and efficiency of the Department’s warehouse and delivery operation. The employee works in both an office and warehouse environment. There is exposure to truck exhaust, heat, cold, noise, and occasional exposure to risks by working in close proximity to, and operation of materials handling equipment. Employees occasionally lift items weighing up to 160 pounds. In unusual situations, employees may be called upon to drive a delivery truck and make alcoholic beverage deliveries.

EXAMPLES OF DUTIES: (Illustrative Only)

- Schedules incoming rail cars and trucks for delivery of merchandise to the warehouse.

- Assigns work to subordinates; trains employees on proper work methods; checks work in progress and upon completion; prepares employee time and attendance reports; reviews and evaluates employee work performance and recommends appropriate action for resolving problems and decisions on personnel matters; counsels employees on job performance; and, completes accident and injury reports.
- Maintains records of shipments received at the warehouse; and initiates claims for damaged merchandise.
- Responds to inquiries and complaints from customers regarding out-of-stock merchandise, errors in deliveries, or improvements in service.
- Directs and participates in periodic physical inventory of stock; and electronically records information into the inventory record system.
- Inspects warehouse areas to ensure maintenance of clean and safe working conditions and compliance with warehouse operations and security procedures.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Federal, State, and County laws, regulations and practices that govern shipping, receiving and handling practices of the alcoholic beverage industry.
- Knowledge of effective principles and techniques of supervision.
- Knowledge of street and store locations within the County.
- Knowledge of effective techniques and practices of warehouse operation including location and movement of stock, use and care of materials handling equipment, and inventory procedures.
- Ability to enter and maintain a variety of automated records pertaining to receipt, location, condition, and inventory of stock.
- Ability to deal courteously and effectively with distributors, licensees, the general public and employees.
- Must have attained the minimum age required by Maryland State Law to handle alcoholic beverages.

MINIMUM QUALIFICATIONS:

Experience: Three (3) years experience in performing and leading others in general warehouse duties involving the receipt, movement, storage and preparation for delivery of merchandise.

Education: Completion of high school or High School Certificate of completion recognized in the State of Maryland.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE:

- Possession and maintenance at all times of a valid Commercial Driver's License appropriate to the equipment operated by an employee in this class.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core Exam with a Drug/Alcohol Screen.

Class Established: December 1986

Revised: January 1987

Classification Study: June 1993 (M)

Classification Study: November 2007 (M)

April 2010

August 2013

Medical Protocol per OMS Review: August 2022