

City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Citywide Job Vacancy Notice

Civil Service Title: Supervisor of Stock Workers	Level: 01
Title Code No: 12202	Annual Salary: \$33,539 / \$37,899 - \$51,802
Office Title: Supervisor of Stock Worker	Work Location: Citywide
Division/Work Unit: Bureau of Wastewater Treatment/Skilled Trades/Materials Management	Number of Positions: 2
Hours/Shift: 35 Hours a week/Days	Agency Tracking #: N/A

Job Description

Under direction, the selected candidates will supervise and assign work to subordinate employees. Duties will include overseeing the receipt, classification, storage, care, distribution, requisitioning and inventory of materials, tools, supplies and equipment; supervising the receiving process to ensure all goods are stored properly or delivered promptly to the user; inspecting all incoming shipments to ensure requested quantity is received and in good condition; contacting vendors to discuss deliveries, shipments, shortages, etc.; maintaining inventory management using the Computerized Maintenance Management (CMMS) and bar-coding systems; preparing lists of surplus, obsolete or obsolescent materials and arranging for their transfer or disposition; taking the necessary precautions to protect stock from deterioration or spoilage; supervising the loading, unloading and dispatching of trucks; may, when necessary participate in the loading and unloading of goods at the storehouse and at the point of pick-up, delivery or distribution; operating equipment necessary to perform loading and unloading; keeping accurate records; and preparing reports as needed.

Qualification Requirements

1. Two years of full-time satisfactory experience performing storekeeping activities, at least one year of which must have been in a supervisory capacity.

Essential Skills

The selected candidates must have a valid New York State Driver's license; some computer skills, and knowledge of the Computerized Maintenance Management (CMMS) and bar-coding systems is preferred.

To Apply:

Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.

The JVN# is located at the lower right corner of this page.

NYC Department of Environmental Protection

Recruitment Office: 59-17 Junction Boulevard -18th Floor - Flushing - NY 11373-5108

OR

Via E-mail, please submit your resume in Adobe PDF or Microsoft Word
 placing the JVN# on the upper right corner of your resume as well as in the subject line to:

Recruit@dep.nyc.gov

For more information about DEP, visit us at: www.nyc.gov/dep

Residency restrictions apply to this position

Appointments are subject to OMB approval

Post Date: 06/20/2011	Post Until: 07/05/2011	JVN: 826-11-87579-WT
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The City of New York is an Equal Opportunity Employer