

SUPERVISOR OF HOUSING STOCK WORKERS (NY HELPS PROGRAM)

Duties and Responsibilities

This class of positions encompasses supervisory work of varying degrees of difficulty with regard to the operation of a consolidated store room, or specialized section of the New York City Housing Authority or the coordination or performance of Housing Authority field work. All personnel may perform the duties of subordinates, may perform the duties of the supervisor in that individual's temporary absence. May serve as principal assistant to the supervisor. There are three Assignment Levels within this class of positions. All personnel perform related work.

Assignment Level I

Under direction, supervises: a consolidated storeroom of the Housing Authority, or an equivalent storage unit, or performs equivalent supervisory tasks in the field. Is responsible for the receipt, classification, storage, care, distribution, requisitioning and inventory of materials, tools, supplies and equipment. Supervises and assigns work to subordinate employees.

Supervises the maintenance of perpetual inventories, checking uniformity and accuracy of postings. Prepares requisitions for stock replacement. Develops methods and procedures for handling and storing stock. Prepares lists of surplus, obsolete or obsolescent materials, and arranges for their transfer or other disposition. Takes necessary precautions to protect stock from deterioration or spoilage.

Supervises loading, unloading and dispatching of trucks. May, when necessary, load and unload at the storehouse and at the point of pick-up, delivery or distribution. For this purpose, may travel to point of pick-up, delivery or distribution. Also operates equipment necessary to perform loading and unloading.

May prepare data for budget estimates for materials, tools, supplies and equipment.

Performs field work by visiting, inspecting, instructing, and advising stores personnel at various locations on the storage, distribution, inventory control, etc., of materials, supplies and equipment.

Contacts vendors and discusses deliveries, shipments, amounts of shortage, etc. Keeps records and prepares reports.

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Assignment Level II

Under general direction, supervises a Housing Authority consolidated storeroom, or may coordinate Housing Authority field work operations, or may perform equivalent supervisory tasks in the field. Supervises and is responsible for the receipt, classification, storage, care, distribution, requisitioning and inventory of materials, supplies and equipment in a Housing Authority consolidated storeroom.

Plans procedures and methods relating to inventory, delivery, storage, shipment, safety practices and fire prevention. Recommends modifications of minimum and maximum stock levels on the basis of previous consumption and present orders.

Allocates storage space, coordinates procurement of supplies and makes recommendations regarding disposal of surplus or waste material. Makes recommendations and suggestions on problems relating to space, trucking, stock control and personnel.

Meets with subordinate supervisors or section heads to discuss problems relating to effective storage. Coordinates field work operations in storekeeping, supervising lower level field supervisors and offering guidance and advice on inventory, delivery, storage, shipments and safety. Prepares data for budget estimates for supplies, materials and equipment. Performs field work by visiting, inspecting, instructing and advising stores personnel at various locations on the storage, distribution, inventory control, etc. of materials, supplies and equipment. Analyzes records and prepares reports.

Assignment Level III

Under administrative direction, supervises a group of consolidated storerooms of the New York City Housing Authority, or any one of the stores service sections specialized operations, or may act as assistant to an Administrative Superintendent.

Is responsible for the maintenance of storehouse structures and equipment, the introduction of more efficient procedures, methods and equipment, and the receipt, storage, care, distribution, requisitioning and inventory of materials, supplies and equipment. Coordinates all stores procedures and activities internally and with relation to those of procurement agencies. Conducts general inspections and spot checks maintenance of inventories and other storehouse activities.

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Assignment Level III (continued)

Prepares reports; makes recommendations.

Acts as liaison with requisitioning projects, its supervisors and Housing District Supervisors. Conducts and participates in training of subordinates. Supervises the preparation of data for budget estimates for supplies, materials, and equipment.

Qualification Requirements

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

Note:

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into “Supervisor of Housing Stock Workers (12204)” as competitive class employees.

Probationary Period:

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.