



POSITION DESCRIPTION

JOB TITLE:	WAREHOUSE SUPERVISOR	JOB CODE:	
		PAY GRADE:	SU
DEPARTMENT:	Various	PAY STATUS:	Full-time – Salary
REPORTS TO:	Various, dependent on assignment	REGULAR/SEASONAL:	Regular
APPROVED BY:	<i>Bulah A. Gole</i> , Human Resources Manager	DATE APPROVED:	4/15/2021

I. POSITION FUNCTION SUMMARY:

Under the direction of the Department Manager, the Warehouse Supervisor manages a cost-effective inventory of parts and supplies to provide a just in time inventory, while providing customer service to NAPI departments.

II. ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:

The following statements are essential functions of this position and not intended to be all-inclusive; rather, they are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the incumbent, and an employee may be directed to perform other reasonably related job duties and responsibilities. NAPI reserves the right to revise or change the job duties and responsibilities as the need arises, based on business need, and this position description may be updated accordingly. This position description does not constitute a written or implied contract of employment.

General Duties & Responsibilities

1. Prepares requests for inventory purchases by using the appropriate computer software program in an effective and timely manner
2. Effectively manages all warranty claims and associated services
3. Researches and utilizes the most cost-effective price for inventory items
4. Inputs purchasing requisitions and invoice charges
5. Ensures accountability of property purchased
6. Purchases inventory items in compliance with NAPI Purchasing Policies or other applicable authorities
7. Plan, develop, or implement warehouse safety and security programs and activities
8. Prepare or direct preparation of correspondence, reports, and operations, maintenance, and safety manuals.
9. Review invoices, work orders, or consumption reports to estimate peak delivery periods and to issue work assignments.
10. Inspect physical condition of warehouse, or equipment for maintenance, repairs, or replacements.
11. Develops and maintains alphabetical, numerical, and/or subject files
12. Communicates effectively by maintaining office flow of information with Departmental personnel and supervisor to coordinate warehouse activities, such as production, record controls, or purchasing.
13. Maintains purchase requisitions in an effective manner and files paperwork in a timely manner
14. Maintains appropriate inventory levels to ensure adequate inventory on-hand
15. Answers telephone, greets public, and directs inquiries to appropriate department.
16. Provide customer service at all times
17. Keeps stockroom clean and free of unsafe working conditions
18. Maintains NAPI company vehicle and keeps it clean

Supervisory Duties and Responsibilities

19. Supervises, coordinates and reviews all activities of accounts payables, receivables, payroll, and other assigned finance/accounting processes.
20. Leads, directs and supervises reporting personnel including work procedures, workloads and work schedules by directing the workflow in such a manner as to promote productive efficiency of employees.
21. Manages performance of assigned direct reports and others in the work unit; conducts employee performance reviews for assigned staff, properly documents corrective action, performance improvement plans, and disciplinary actions, and salary adjustments in accordance with NAPI policy.
22. Ensures a safe working environment, and oversees compliance with applicable OSHA and other laws, regulations, and work rules concerning environmental safety and health by employees.
23. Manages the work unit in keeping with applicable laws and regulations and NAPI's policies, guidelines, and Navajo affirmative action policies.
24. Establishes an effective flow of communication and information to ensure that problems can be responsibly solved and that support is provided to the staff as needed.

Other

25. Works collaboratively, cooperatively and in coordination with fellow team members, and with others in the organization, treats them with respect, courtesy and consideration, and shows understanding and the appropriate support of the team members to help get the job done.
26. Provides information, guidance and resources to diverse groups of customers, clients and others outside of the organization, treats them in a friendly manner with professionalism, helpfulness, respect, courtesy and consideration at all times regardless of circumstances.
27. Maintains regular, dependable attendance and punctuality, and physical presence at the assigned worksite, must interact directly with people or objects at the worksite on a regular basis. Communications technology may, for certain tasks and under certain circumstances, enable an employee to effectively perform some of the work-related duties from home on a temporary basis.
28. Performs other duties as assigned and which are deemed necessary or desirable by NAPI.
29. See DEPARTMENT JOB ASSIGNMENTS beginning below.

DEPARTMENT JOB ASSIGNMENTS

This Job Description is intended to be somewhat general in nature with respect to the job family, and as such it does not detail all duties of a particular job assignment. Additional duties, responsibilities, and accountabilities may be assigned to an incumbent in this position depending on the Department Job Assignment.

Irrigation

30. Supervises the activities of all irrigation parts and employees.
31. Prepares requests for inventory purchases in an effective and timely manner.
32. Researches and utilizes the most cost-effective price for inventory items.
33. Ensures accountability of property purchased.
34. Inputs purchasing requisitions and invoice charges.
35. Plan, develop, or implement Warehouse safety and security programs and activities.
36. Inspect physical conditions of Warehouse, or equipment for maintenance, repairs, or replacements.
37. Maintains purchase requisitions in an effective manner and files paperwork in a timely manner.
38. Maintains appropriate inventory levels to ensure adequate inventory on-hand.
39. Keeps stockroom clean and free of unsafe working conditions.
40. Develops and maintains an accurate receiving report logbook via data entry onto the database software.
41. Review and maintain work orders and performs follow-ups.
42. Maintain coordination of actual physical counts/locations
43. Inspects tools, water pumps, generators, telehandler forklift, hoses, and fittings for needed repairs.
44. Establish and maintains contact with various sales representatives and vendors in obtaining quotations, follows up on partial orders, and receives purchases in compliance with NAPI Purchasing Policies & Procedures or other applicable authorities.
45. Ensures customer satisfaction by maintaining an efficient level of service.

Operations & Maintenance

46. Implements and controls inventory system utilizing MAXIMO software and/or written documentation which will require working with the NAPI IT Department and the Bureau of Indian Affairs.
47. Prepare receiving reports and distribute copy to Purchasing and O & M Administrations. Prepare and manage departmental budgets
48. Develops and maintains an accurate receiving report logbook via data entry onto the database software.
49. Coordinate the activities of workers engaged in receiving, storing, testing, and shipping products or materials
50. Prepares purchase requisitions for equipment and services.
51. Review invoices, work orders, consumption reports, and demand forecasts to estimate peak delivery periods and to issue work assignments.
52. Inspect physical conditions of warehouses, Duty Station Yard, vehicle fleets and equipment, and order testing, maintenance, repair, or replacement as necessary.
53. Issue shipping instructions and provide routing information to ensure that delivery times and locations are coordinated.
54. Expedites placed orders and verifies quantities/quality are acceptable.
55. Maintains an accurate count and location of inventory of items and inputs inventory data in MAXIMO software.
56. Maintain coordination of actual physical counts/locations with MAXIMO asset count/locations.
57. Maintain adequate stock level to avoid over stock and/or under stock.
58. Ensures that accountable property purchased during the fiscal year has an assigned property number, and that property tag numbers and license tags are in accordance to contractual requirements and/or agency policies.
59. Ensures full compliance with Navajo Nation EPA standards maintaining proper storage and disposal of waste and hazardous material.
60. Inspects tools, spare tires, water pumps, air compressors, generators, hoses, and fittings for needed repairs with additional consultation with O&M supervisors.
61. Performs periodic inventory of supplies such as oil, grease, pipes, lumber, fence posts, gates, and other miscellaneous items in the yard or warehouse and reconciles them against the inventory records.
62. Establish and maintains contact with various sales representatives and vendors in obtaining quotations, follows up on partial orders, and receives purchases in compliance with NAPI Purchasing Policies & Procedures or other applicable authorities.
63. Maintains high ethical standards and conduct in dealing with outside entities doing business with NAPI.
64. Ensures full compliance with the Public law 93-638 provision regarding prohibition against accepting gratuities.
65. Ensures customer satisfaction by maintaining an efficient level of service.
66. Maintains good working relationships with NAPI department and outside entities.
67. Maintain O&M Department company vehicle.

III. POSITION AUTHORITIES AND ACCOUNTABILITIES:

General:

Position has a moderate level of line responsibility and moderate-level authority to make independent decisions over an assigned department or function. A person in this position has a high level of responsibility for a key operation or function.

Results of Action:

Decisions will have a high degree of impact on operations or services. Errors may result in significant disruption of operations or services or damage to operational activities. Errors in accuracy, judgment, tact or communication could result in a loss of productivity, and a significant loss of credibility and potential income for the organization. Failure to establish and monitor work schedules for the Department will result in an inability to meet deadlines and will delay the completion of records and other projects.

Budgetary & Financial Resources Accountability:

Position has moderate level of accountability for budgetary or financial decisions, and decisions will have a high degree impact on resource utilization within NAPI; responsible for a moderate level of impact on an operating budget for the Department;

Equipment/Material Management & Accountability:

Position has a high level of responsibility for equipment, material, or supplies; proper utilization is required plus accountability for first-echelon maintenance may be required; minimal authority and accountability for purchase within strict policy guidelines may be present.

Confidential and Sensitive Information:

- Incumbent has a high level of access to sensitive and proprietary company data, including but not limited to services, legal and financial data, and an essential job result is the maintenance of a high level of confidentiality of the information processed by the employee.
- Incumbent has a minimal level of access to personal and professional data regarding individual employees and their families, and to personal data regarding customers/clients/members and their families, and must comply with the Fair and Accurate Credit Transactions Act (FACTA) to keep that data secure and private.
- Incumbent has no access to health data of employees and their families, and to health data of customers/clients/members and their families, and must comply with the Health Insurance Portability and Accountability Act (HIPAA), to keep that data secure and private.

Independence of Action; Supervision Received:

The Warehouse Supervisor works under general supervision of the Department Manager. Employee performs high level, complex management work, and performs a high level of analysis and problem-solving with a high degree of independence and discretion.

Supervision Exercised:

The Warehouse Supervisor has supervisory authority over all assigned staff, with proper delegation to other supervisors within the department. Determines work procedures, schedules and priorities. In addition to direct supervisory authority of this position, the Warehouse Supervisor may retain functional authority over specific projects or areas of responsibility as specified in this Job Description or otherwise delegated by the Department Manager.

IV. POSITION QUALIFICATIONS AND REQUIREMENTS:

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 for the position, but is not a comprehensive list. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Required:

- High School Diploma or GED or High School Equivalence.
- Degree or college course work in Business Administration.
- Three or more (3+) years progressive experience in inventory control, parts stockroom or related field, including supervisory experience in an agricultural or inventory management environment.

Preferred:

- Associate's degree from an accredited college or university in Agricultural Business, Business Administration, or directly related discipline.

Navajo Preference:

Navajo preference will be applied in accordance with the Navajo Preference in Employment Act (NPEA), it is Navajo Agricultural Products Industry's ("NAPI") goal and intention to strictly adhere to the NEPA in all employment practices and hire qualified Navajo Personnel for all positions. Tribal sovereignty support and Navajo preference initiatives are mandatory.

Language Requirements:

Required:

Ability to read and write English in order to understand and interpret written procedures and technical manuals. This includes the ability to give and receive instructions in written and verbal forms and to effectively present information and respond to questions from vendors, contractors, supervisors and co-workers.

Preferred:

Bi-lingual (English/Navajo)

Shared Responsibilities:

As a requirement of their employment, all NAPI employees are expected and required to follow and adhere to the following job responsibilities:

- Support the mission, vision, values, and goals of Navajo Agricultural Products Industry.
- Support excellence in our customer service philosophy, and deliver excellent customer service both to internal and external customers.
- Adhere to all company policies and procedures.
- Follow all safety policies, guidelines, and work rules, and participate in trainings.
- Practice good stewardship of NAPI property and follow policy.
- Act in a professional manner at all times.
- Function from INTEGRITY, HONESTY, and LOYALTY in all activities concerning NAPI.
- Follow the current NAPI Strategic Plan initiatives.
- Maintain and support a team environment within the workgroup, and with other departments.
- Champion NAPI in the community.

Core Competencies:

Performs the essential functions and elements of this position competently, demonstrating adequate progress throughout the course of the introductory period of employment and continuing throughout employment with NAPI. A variety of personal competencies need to be demonstrated by everyone at NAPI, and include but are not limited to:

- **Quality/Compliance:** Achieving a standard of excellence with our work processes and outcomes, honoring NAPI policies and all regulatory requirements.
- **Customer focus:** Striving for high customer satisfaction, going out of our way to be helpful and pleasant, making it as easy as possible on the customer or client, rather than on self, department, or organization.
- **Communication:** Balancing listening and talking, speaking and writing clearly and accurately, influencing others, keeping others informed.
- **Collegiality:** Being helpful, respectful, approachable, and team oriented, building strong working relationships and a positive work environment.
- **Initiative:** Taking ownership of our work, doing what is needed without being asked, following through
- **Efficiency and Continuous Improvement:** Planning ahead, managing time well, being on time, being cost conscious, thinking of better ways to do things
- **Coachability:** Being receptive to feedback, willing to learn, embracing continuous improvement
- **Safety:** Comply with and actively support all workplace safety policies and practices.
- **Team Player:** able to work collaboratively with others in the organization, and to work well with diverse groups of people and gain and maintain respect of others, both inside and outside of NAPI.

Knowledge, Skills and Abilities:

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 to perform the essential functions of the position, but are not a comprehensive list:

- Knowledge of principles and methods for moving material within NAPI Farm Operation including the relative costs and benefits.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of accounting, budgeting marketing, negotiation.
- Skill in planning, organizing, directing, and coordinating.
- Skill in training, coaching, and developing skills of assigned personnel.
- Skill in analyzing information and use logic to address work-related issues and problems.
- Skill in self-management; to manage one's own time and the time of others.
- Ability to develop, analyze, and interpret production schedules
- Ability to speak in public.
- Ability to use a computer and computer programs is required.
- Ability to use search engines, data queries, and assimilate printed information.
- Ability to communicate effectively orally and in writing in English. Navajo language is helpful.
- Ability to effectively lead, manage, supervise, coach, motivate, and develop assigned staff.
- Ability to be self-directed, developing one's own way of doing things, guiding oneself with little or no supervision.
- Ability to communicate effectively both orally and in written form information and ideas so other will understand.
- Able to be careful about detail and thorough in completing tasks.
- Ability to be persistent in the face of obstacles and being able to accept criticism and dealing calmly and effectively with high stress situations.
- Ability to be pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Ability to be open to change (positive or negative) and to considerable variety in the workplace.
- Ability to be available 24 hours a day 7 days a week to meet deadlines.
- Ability to lead project teams, to include organizing, prioritizing, and scheduling work assignments.
- Ability to thrive in a fast-paced and pressured environment and must be able to shift to other functions and priorities as needed.

Certification, Licenses and Registrations:

- Must have and maintain a current New Mexico, or Arizona driver's license, must have and maintain an NAPI-insurable driving record, and must provide proof of current liability insurance meeting or exceeding State-required minimum coverages.
- First Aid, CPR, and Defensive Driving Course.

Training Requirements:

- Must successfully complete all NAPI-required safety and other training
- Must successfully pass and maintain training certification in all state, NAPI, individual-specific, and/or other training requirements of the position and job assignment.
- Additional specific training requirements for this position may be required by NAPI.

Tools and Equipment Used:

- Standard office equipment, including desktop computer and standard MS-Office applications
- Famous Accounting Software, Maximo software
- Must be able to operate a company vehicle and a two-way radio.

Other:

- In accordance with the conditional offer of employment, individual must pass drug screen, and all NAPI, and other required background investigations.
- Additional drug screening and background investigations may be required depending on the job assignment, or job transfer.
- Must read and acknowledge NAPI's Non-disclosure agreement.

V. PHYSICAL & MENTAL DEMANDS and WORKING CONDITIONS

The physical and mental demands, and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The physical and mental demands, and working conditions 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 of this position.

NAPI maintains a comprehensive, detailed assessment of the physical and mental demands, and working conditions for this position, which are also included in the incumbent's employment file.

Physical Effort and Demand:

- Significant physical demand is required to perform the work; an employee in this position frequently stands, walks, kneels, squats, crawls, twists, and climbs, frequently lifts a minimum of 50 pounds and uses hands to finger, handle or feel, reach with hands and arms.

Visual Acuity, Hearing, Speaking, Manual Dexterity:

- Must have visual acuity and manual dexterity to perform timely and accurate data entry;

Mental Demand:

- Effective performance requires continual thinking and attention to work/detail demanded by the Knowledge, Skills and Abilities and essential functions of the job.
- Must be able to work non-standard work hours as required to fulfill job responsibilities.

Environment/Working Conditions:

- Little to no hazardous conditions exist in the work environment. The work environment is pleasant; only minimal negative physical factors exist.
- Above average amount of negative psychological factors; these factors must be addressed and considered in the performance of duties and have potential for a negative impact on job incumbents.

VI. EMPLOYEE ACCEPTANCE:

By my signature below, I certify that I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description.

Employee – please initial each of these statements below to indicate your agreement, in addition to your signature at the bottom of this page:

_____	I acknowledge that I have been given access to a print and/or electronic copy of the Employee Policies and Procedures Handbook , and understand that I am responsible for reading and following all relevant policies and procedures outlined in it.
_____	I understand that I am responsible for following all departmental and job-specific policies, procedures, work rules, and other guidelines.
_____	I understand that neither the Board of Directors nor management of NAPI can guarantee my employment, and that NAPI can change compensation, benefits, and conditions of my employment at any time and at its full and sole discretion to meet business needs of NAPI.
_____	I further understand that the foregoing Job Description is not all-inclusive of the duties to which I may be assigned. To meet business needs, ensure maximum flexibility and efficiency, and to encourage cross training, I acknowledge that I may be assigned additional duties as are deemed necessary or desirable by NAPI.
_____	I acknowledge that NAPI also reserves the exclusive right to transfer, assign, or locate the incumbent to another job assignment within this job title for which I am qualified. Such transfer, re-assignment or re-location may be on either a temporary or regular basis, and shall be done to meet the business needs of NAPI.
_____	I also certify that I can perform the essential functions of this Job Description either with or without a reasonable accommodation.
_____	I further acknowledge that this Job Description does not constitute a written or implied contract of employment with NAPI.

Accepted and Acknowledged by:

Employee Signature Date

Print Employee's Name

Witnessed by:

NAPI Representative Signature Date

Print NAPI Representative's Name and Job Title