

Job Description

Job Title:	Supervisor
Department:	Central Stores
Reports To:	Manager, Central Stores
Jobs Reporting:	Shipper, Service Surplus Coordinator, Receiving Coordinator, Receiving Process Coordinator, Digital Imaging Specialist, Gas Cylinder Specialist, Mailroom Lead Hand, Truck Driver Lead Hand, Freight and Mail Delivery Assistants and Truck Drivers
Salary Grade:	USG 10
Effective Date:	October 1, 2016

Primary Purpose

The Supervisor of Central Stores is responsible to oversee the university related on-campus and off-campus delivery systems. Including mail service, shipping, receiving (using state of the art shipping, receiving and tracking technology), moving, storage, surplus, warehouse product disbursements (Stores Requisitions), waste management (paper products), confidential shredding, e-waste material handling/recycling, digital imaging, gas cylinder order/delivery processes and specific courier delivery routes. The Supervisor currently provides direction to approximately 22 full time, three contract and four seasonal student staff with an annual budget of \$2,000,000.

Key Accountabilities

List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.

Provide effective and efficient service to campus including:

- Mail pickup and delivery, small and large freight pickup and delivery, bulk-mailing services, receiving of non-food items, and shipping of all products including dangerous goods and perishables.
- Exam, and conference setup and tear downs (all products and requirements) and convocation setup and tear downs (floor covering, furniture, and ceremony products)
- Establishes contractual agreements with machinery mover companies for oversized high dollar equipment and machinery moves. Acts as a project manager.
- Oversees and manages the Inter-University Transit System (IUTS), which involves special courier processing and the cataloguing of the University library books and audiovisual material, in preparation for loan to other educational institutions.
- Manage the University wide Tow Motor and Product Lift Apparatus government approved training program. In addition, directly provides the in class training and practical training for all required University staff.
- Set contracts and oversees the paper recycling and the white box program across campus.
- Oversees the confidential shredding program that includes labelling, boxing, pickup, barcode number recording, processing and destruction.
- Works with the Manager to oversee and establish contractual agreements with e-waste recyclers to provide processing strategies that meet or exceed Government policies and University of Waterloo expectations.
- Works with the Manager to manage waste management data collection records, while providing web based files to report the University Green recycling initiatives.

Establish logistics including:

- Mail pickup and delivery routes (perform and delegate).
- Freight pickup and delivery strategies (perform and delegate).
- Create special service strategies for unique university requirements (perform and delegate).

Maintain effective employee relations and a safe work environment:

- Schedule personnel to perform required duties (i.e. mail runs, specialty couriers, receivers, shippers, mail service specialists, bulk mailing assistants, surplus handling and warehouse management).
- Insure proper maintenance of vehicles and equipment.

Job Description



<ul style="list-style-type: none">• Manage staff vacation allotments.• Hire all staff including summer and/or temporary help.• Handle disciplinary issues.• Complete staff performance reviews and evaluations.
Financial management: <ul style="list-style-type: none">• Authorize and oversee the purchase of necessary supplies and equipment.• Have departmental signing authority for departmental purchases• Work with the manager to provide effective control of Central Stores services through monitoring the departmental budget and directing resources.
Provide new and innovative services to meet the University community's requirements through: <ul style="list-style-type: none">• Overall strategic input in all aspects of the operation of Central Stores• Constant awareness of processes and streamlining are required to maintain efficiencies in the universities ever-changing environment. Huge growth in departments, buildings and services require strategies that use state of the art electronic processes and aids, as well as well-planned logistics to achieve goals. Receiving tracking systems, Web-based Shipping systems, IUTS specialty courier processes, paper recycling and e-waste processing are examples of implemented strategies.• Participate in the development of information systems for the effective management of Central Stores, which include shipping, receiving, delivery, pickup and processing system reports for statistical analysis by the manager of Central Stores. The development and implementation of these systems provide real data to better understand current operations and to plan for the future.• Attending conferences that analyze trends and make recommendations (i.e. Canada wide university and college mail manager's conference, Print Canada conference).• Membership in organizations like CCUMMA (Canadian College and University Material Manager Association) and Stewardship Ontario (recycling legislation).
Other special projects as assigned: <ul style="list-style-type: none">• Tri-University delivery system• Graphics courier• AV/Lib book and audiovisual product service• Convocations• Exams• Conferences• Surplus sales• Inter-University Transit System (IUTS)• Tow motor and product lift apparatus training program• E-waste recycling programs with reporting• Confidential shredding project with electronic data collection• Other Green initiatives, including on campus traffic diversion

Required Qualifications

If hiring today, what would be the required education, experience, knowledge, skills and abilities?

Education <ul style="list-style-type: none">• University degree or College diploma preferred
Experience <ul style="list-style-type: none">• Five years' experience in a material management facility with proven experience in leadership roles
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Must be knowledgeable of and operate in conformity with all applicable codes and statues including the Occupational Health and Safety Act, the Highway Traffic Act, and the Transportation of Dangerous Goods Act.• Work cooperatively with others in the University community and abroad to ensure efficient operations through committees, negotiations, strategy sessions and coordination.

Job Description



Nature and Scope

- **Contacts:** Develop and maintain a variety of on-campus and off-campus contacts to improve assigned services within the university community
- **Level of Responsibility:** Day to day management of departmental staff. Includes daily scheduling, special projects, filling vacancies due to illness, allocating staff to assist in busy sections
- **Decision-Making Authority:** Hiring, purchases up to 5,000 dollars, disciplinary issues, route changes, and workload changes
- **Physical and Sensory Demands:** Must be detail oriented, quick thinking and able to lift at least 75 pounds
- **Working Environment:** Warehouse based, willing to work outside of normal business hours. Exposure to disagreeable personnel situations