

JOB DESCRIPTION

Job Title: Supervisor, Inventory Control

FLSA Status: Exempt

Salary Grade: 9

PURPOSE OF POSITION

The Supervisor, Inventory Control, will oversee a team of Inventory Control Operators, and work to ensure the availability of maintenance and repair materials at an optimum level that minimizes the Agency's financial obligation and adequately supports the maintenance and repair of rolling stock and system infrastructure.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives oversight from departmental management/supervisory roles.
- This position has first-line supervisory responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Supervise the services and activities of the Inventory Control Operators.
- Administer and maintain monthly cycle count program, analyze results, investigate variances and recommend process improvements to improve accuracy.
- Review project and program material requirements, analyze current inventory levels and recommend additional ordering quantities and appropriate delivery schedules. Coordinate with Inventory Parts Analyst to plan for work orders, project inventory and manage planning forecasts.
- Support department in generating reports including the daily fuel report, inventory replenishment, weekly fuel received/used, month end scorecard and in year-end physical count. Interface with and identify system improvements or enhancements to the SCRRA asset management and Oracle financial information system.
- Maintain the warehouse and storage floors and surrounding areas in a clean and safe manner, ensuring that the work equipment is well maintained for productive and safe operations.
- Perform inventory replenishment processes to ensure adequate inventory stocking levels are maintained to support requirements of maintenance and capital projects. Monitor fixed assets for the impact on revenue and true inventory carrying costs.
- Create, maintain, and generate item numbers used for requisitioning and stocking inventory at approved locations.
- Perform asset maintenance cost analysis. Assist other SCRRA departments with determining the cost to place an order (purchase order, blanket purchase order, JOC, CTO) and the impact on operations.
- Participate in the development of short and long-term forecasts on budgets and operations.
- Analyze inventory usage and stocking levels to minimize stock outs and/or disruption in supply of material to various SCRRA departments.



- Supervise the work of assigned staff, participating in hiring and training. Delegate and review work assignments and conducts performance evaluations.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor’s Degree in Finance, Business Administration, Accounting or a related field.
- A minimum of five (5) years of experience in warehouse management, material handling or inventory management.
- A combination of training, with a minimum of an Associate Degree and/or experience that provides the required knowledge, skills and abilities, may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.
- A valid Class “C” California driver’s license with a satisfactory driving record of no more than two moving violations and no DUIs within the last three years

Preferred Qualifications

- American Production and Inventory Control Society (APICS) certification
- Crank and Forklift certification

Knowledge, Skills, and Abilities

Knowledge of:

- Material resource planning, warehouse management systems and advanced warehouse systems
- Inventory scanners and computers
- Relationship with procurement to ensure the timely delivery of urgent parts
- Inventory control and forecasting
- Shelving limits and other structural limitations when storing parts
- Material Safety Data Sheets
- Principles and practices of employee supervision

Skilled in:

- Attention to detail
- Microsoft Office with strong Microsoft Excel skills including Pivot Table, V & H Lookup and presenting data graphically
- Strong effective organization, communication, and time management

Ability to:

- Analyze, develop and prepare complex reports
- Analyze, interpret and react to data and report information
- Pursue projects to improve processes and reduce waste and cycle time while completing daily responsibilities
- Establish and run schedules from a production stay point
- Estimate the man hours necessary to pull kits for each locomotive type
- Assess any current, future work orders, projects or special events/assumption



PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch, or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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