



## **SUPPLY CHAIN SUPERVISOR**

**PAYGRADE: 23**  
**FLSA STATUS: Non-Exempt**  
**LAST REVIEWED: 9/2021**

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### **GENERAL PURPOSE:**

Under the direction of the Strategic Resource Management Deputy Chief, responsible for the supervision of the integrated supply chain, which consists of sourcing and procurement for the organization, inventory and asset tracking and management systems and distribution of inventory and assets and the civilian staff that manages these processes.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Directs and manages the day-to-day operations of the Civilian Supply Chain, coordinating workflow, fulfillment of inventory and service requests, and overall productivity and safety among the Civilian Supply Chain staff. Makes suggestions for policy and procedure updates that relate to Supply Chain. Provides leadership, guidance and manages all personnel issues relating to staff.
- Oversees warehousing and cross-docking function for station supplies, emergency and disaster supplies, personal protective and firefighting equipment, and EMS/medical equipment and supplies. Ensures inventory accuracy, effective turn time and the use of just-in-time efficiency standards.
- Acts as the Subject Matter Expert (SME) for ERP system.
- Oversees procurement processes, including evaluation of alternative products and materials and providing input regarding specifications and standards.
- Oversees management of vendor relationships, including vendor selection, performance, and warranty and service resolution. Ensures vendors meet RFA's quality and service standards.
- Oversees the distribution of all inventory and procured items, coordinating with Station Captains and department heads to ensure efficient and effective delivery.
- Coordinates with Administrative Division Chief to manage product selection programs with shift SMEs.
- Other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### ***Knowledge:***

- Applicable local, state, and federal laws, codes, regulations, and ordinances including working knowledge of related WAC's, NFPA standards, and various other related regulations.
- Supervisory principles and practices.
- Supply Chain practices.

#### ***Skills:***

- Provides strong supervisory, leadership, coaching and collaboration skills.

- Interpersonal skills using tact, patience, and courtesy.
- Detail orientated and organized.
- Effective oral communication and presentation skills.
- Conflict resolution and problem-solving skills.
- Performing research and analysis.

***Abilities:***

- Build and lead strong and effective teams.
- Foster and develop interpersonal relationships.
- Earn and maintain high level of integrity and trust.
- Work effectively in a structured environment.
- Analyze situations accurately and adopt an effective course of action.
- Become familiar with, follow, and actively support the Puget Sound RFA's mission, vision, and core value statements.

**MINIMUM REQUIREMENTS:*****Education:***

Associates degree and credentials or Bachelor's degree

***Experience:***

Six (6) years of increasingly responsible Logistics/Purchasing experience, including a minimum of two (2) years of lead, supervisory, and/or management experience.

***Preferred:***

Lean Six Sigma Certification and Supply Chain Management Certification.  
Experience with Munis.

***Or:***

In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential functions listed above.

**LICENSES AND OTHER REQUIREMENTS:**

- Proficient with Microsoft Office 365 products such as Word, Excel, and Outlook.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; use hands to finger, handle, or feel; and talk and hear. The employee frequently is required to type on keyboard for extended periods of time. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work is performed in a typical office environment, which includes a technical workstation, a computer room with a controlled environment, as well as working with customers on site. The noise level in the work environment is usually moderate.