

## Job Description

**Job Title:** Supply Supervisor

**Position Code:** N33 and AN33

**Job Classification:** Non-Exempt

**Supervisor:** Supervisor of Plant Services

**Pay Grade:** 35

**Contract Length:** 245 Days

### Job Summary

Position is responsible for procuring, storing and distributing requisite materials, services, and equipment.

### Essential Duties

1. Maintains daily, annual and periodic inventories and performs stock control activities; aids in ensuring quality controlled, prompt order filing, distribution, shipping and receiving.
2. Assists in generating, processing, and executing purchase orders, request orders, stock maintenance, logistics and other services.
3. Solicits informal quotations, schedules bidder visits for informal quotations, accompanies bidders and answers questions as appropriate.
4. Administers maintenance service contracts assigned by Maintenance Supervisor, soliciting prices, overseeing completions and paying invoices associated with the work awarded under the service contract.
5. Supervises Storekeeper I, II and III.
6. Oversees daily operation of the shop, setting goals, monitoring achievement and making recommendations to upper management concerning long term operational goals.
7. Maintains computerized inventory control utilizing computerized maintenance management software and peripherals. Establishes appropriate stock levels and reorder points based on historical use patterns.
8. Performs clerical tasks such as maintaining computer ledgers and generating reports.
9. Maintains safe working environment; follows regulations, procedures and routines under established policy. Schedules and oversees safety training for employees under his direction. Ensures all equipment used in execution of job function as well as that loaned to other shops is in good repair and regularly maintained.
10. Aids staff in loading/unloading and storing supplies and equipment; inspects goods for compliance with specifications.
11. Answers routine telephone calls and provides relevant information; intakes and processes requests.
12. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs any other related duties as assigned by the Supervisor of Plant Services or other appropriate administrator.

### Job Specifications

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. Reasonable accommodation may be made to individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)

Must possess a high school diploma with considerable experience (8 to 10 years preferred) experience in supply operations showing increasing responsibility and experience with computerized database use or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess excellent data entry skills and the ability to utilize and maintain a computerized database. Must establish and maintain effective working relationships with other employees and the public. Must understand and follow written and verbal instruction. Must possess excellent organizational and record keeping skills. Must use time efficiently, work without supervision, and supervise other employees when appropriate.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms and on the telephone; physical agility to lift up to 50 pounds.

**Work Environment**

The work environment characteristics 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. Duties are normally performed in an office/warehouse environment. The noise level in the work environment is usually moderate to loud.

**Supervision Exercised:** Assigned staff

**Supervision Received:** Supervisor of Plant Services

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Supply Supervisor will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Plant Services or other appropriate administrators. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Updated 03/2026 LS