

JOB DESCRIPTION

Benchmark Job #138

Ministry: Attorney General
Branch: Liquor Distribution Branch
Location: Vancouver

Working Title:
Level:
Classification:

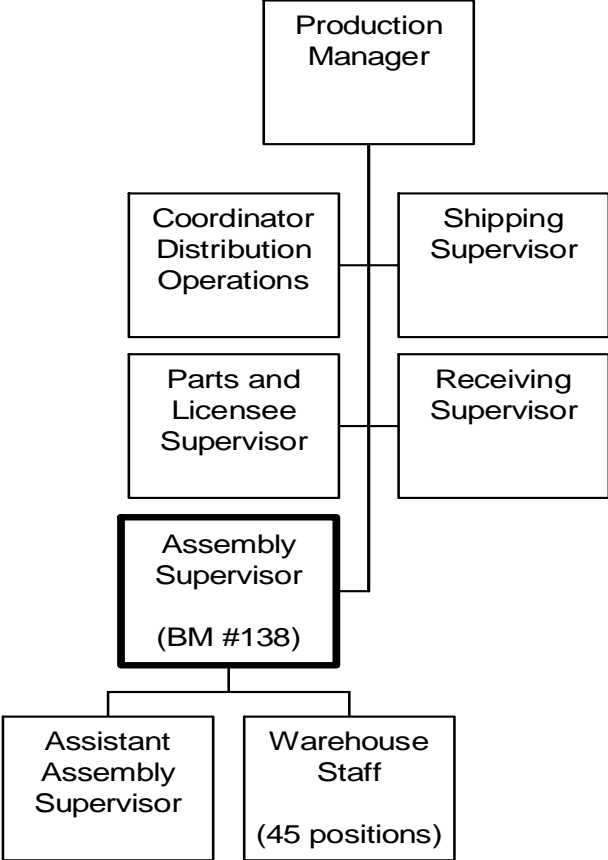
Assembly Supervisor
Range 16
Foreman (RSW)

PRIMARY FUNCTION

To organize and supervise assemblers, equipment operators and checkers involved in the preparation, movement and verification of liquor products destined for retail outlets.

JOB DUTIES AND TASKS

1. Organizes the preparation, movement and verification of liquor products destined for all retail outlets
 - a. ensures that safety and security regulations are upheld and recommends and/or provides training if necessary
 - b. reviews monthly productivity reports
 - c. maintains schedule roster and ensures adequate shift coverage according to production demands, updating timesheets and approving leaves
 - d. ensures that retail store orders from the warehouse are complete, accurate and on schedule
 - e. responds to equipment needs, changing priorities and shipping schedules in the warehouse to meet production requirements
 - f. implements warehouse systems and procedures to maximize efficiency and to maintain productivity standards
 - g. assigns staff to other departments including parts, shipping and receiving as required
 - h. arranges for the maintenance and repair of warehouse equipment
2. Supervises staff (20+ FTEs)
 - a. supervises 35 regular and 15 auxiliary warehouse workers
 - b. plans, assigns and reviews work
 - c. sets work priorities and standards
 - d. conducts formal appraisals of work performance and takes disciplinary action
3. Performs administrative duties
 - a. provides input into budget preparation including preparing fiscal period operational statement and identifying department needs
 - b. ensures that operations stay within Departmental Operating Expense Budget limits
 - c. prepares reports of assembly production and enters data into computer system
 - d. orders supplies required in the warehouse each month
 - e. responds to safety committee findings



REASON FOR CLASSIFICATION

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Job Title: Assembly Supervisor

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Have a practical understanding of warehousing to organize and supervise the assembly of all retail liquor store orders in the liquor warehouse.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation of warehouse assembly operations and choose an approach using a combination of accepted warehousing methods and equipment to coordinate and control the preparation of products for distribution to liquor stores, deploy and schedule staff and implement procedures and system changes.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to supervise employees and appraise work and discuss performance problems.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to input data on computer with minimal requirement for speed.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by warehouse policies, organize and supervise the assembly of retail liquor store orders in a warehouse, implement operational changes and prepare production reports.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to provide budget data on operational costs.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control the assembly of liquor store requisitions for movement of liquor to retail stores.</p>	D	22.5

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise 35 regular and 15 auxiliary warehouse workers, appraise employee performance and take disciplinary action (20+ FTEs).	DI	27
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to ensure the implementation of safe work procedures and regulations in warehouse and provide training as required.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently balance assembly schedules to meet multiple deadlines.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently walk in warehouse.	C	12
12	SURROUNDINGS Exposure to frequent dust and drafts in a warehouse.	B	4
13	HAZARDS Moderate exposure to hazards from frequently working near moving equipment and forklifts in warehouse.	C	6

Total Points: 646

Level: Range 16