

Agency: Liquor Distribution  
Location: Vancouver

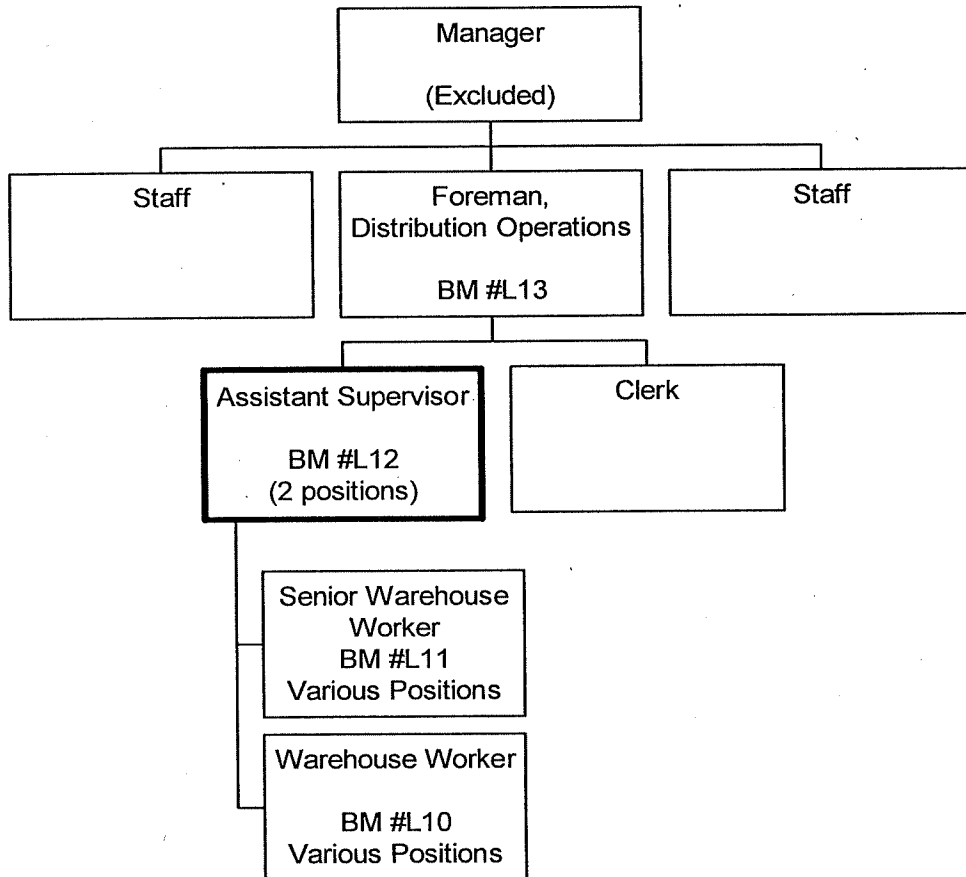
Working Title: Assistant Supervisor  
Level: Range 13

### PRIMARY FUNCTION

To supervise staff in the receiving, put-away, replenishment, pick & pack and shipping operations, as well as special projects throughout LDB warehouses.

### JOB DUTIES AND TASKS

1. Schedules, reviews, monitors and adjusts the activity of staff in the warehouse and informs department supervisor
  - a. schedules warehouse staff to meet operational demands
  - b. schedules and allocates staff for other distribution departments
  - c. reviews employee reports such as work productivity and accuracy reports
  - d. monitors truck radios, dock monitors and TV's and dock intercom
  - e. recommends leave approvals and shift changes
  - f. controls and issues the security seals for trucks
  - g. informs LDB and outside contract carrier drivers of special instructions
  - h. coordinates unloading, collection, transportation preparation and forwarding of recycled materials
  - i. monitors store order progress through electronic Warehouse Operating System (WOS), and reassigns workers within warehouse zones to facilitate workload
  - j. provides knowledge, understanding of various functions and troubleshooting for the WOS system such as terminal re-boots and security authorizations
  - k. operates forklift to move product in the warehouse
  - l. coordinates special projects in the warehouse such as Wine Festival mini-warehouse
2. Provides supervision to staff in the warehouse
  - a. plans, assigns and reviews the workload of staff to maintain the shipping schedule, adjusting internal department staffing by zone, duty or department
  - b. ensures compliance with work priorities and standards
  - c. provides direction, training and coaching and works with employee to create a personal development plan (EPDP)
  - d. appraises employee performance and takes disciplinary action
3. Performs administrative and other related duties
  - a. monitors, reconciles and prepares written reports for the budget such as non-productive time
  - b. prepares daily staff production reports
  - c. prepares and sorts bills of lading, internal mail, invoices and vehicle keys for pick up by machine operators
  - d. processes and documents all departmental data/statistics such as shift productivity
  - e. enters employee payroll data into computer including applicable payroll codes, employee time, shift differential, substitution codes and department overrides for each employee on shift
  - f. arranges for weekly time approvals and forwards pay adjustment information to Payroll in absence of Foreman
  - g. responds to employee enquiries regarding payroll, leaves, etc.
  - h. determines training needs and coordinates and/or delivers training
  - i. uses computer for data input/verification such as current telephone numbers and addresses
  - j. prepares schedules in the various areas of the warehouse
  - k. ensures workers follow warehouse safety procedures and completes monthly safety audits
  - l. schedules appointments with outside carriers for both shipping and receiving
  - m. establishes and maintains online daily shipping or receiving log for use by various Distribution departments



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	<b>JOB KNOWLEDGE</b> Understand and apply the accepted methods of industrial warehousing to monitor the progress of store orders in order to schedule and reassign warehouse staff by warehouse zone, duty or department to facilitate workload and to meet operational demands, and to coordinate special projects.	E	145
2	<b>MENTAL DEMANDS</b> Judgement to assess operational requirements and choose an approach using a combination of accepted warehouse procedures to direct the receipt, put-away, replenishment, pick & pack, and shipping of liquor products by warehouse staff, determine work schedules and reassign workers to meet operational demands and shipping/receiving schedules.	D	100
3	<b>INTERPERSONAL COMMUNICATION SKILLS</b> Persuasion required to use basic counselling skills to appraise employee performance and discuss performance problems.	D	45
4	<b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to use a word processor to produce various daily and monthly reports with some requirement for speed to meet deadlines.	C	15
5	<b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> <u>Freedom to Act: 4 Comparative Effects: IIIb</u> Guided by general procedures, affects program delivery by selecting alternative courses of action to supervise staff to receive, replenish and ship liquor products in a warehouse to meet operational demands and shipping schedules.	D	75
6	<b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Some financial responsibility to monitor and reconcile budget data.	C	15
7	<b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility to control and issue security seals for trucks.	D	22.5

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise workers, appraise employee performance and take disciplinary action (15+ FTEs).	DH	25
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Significant care and attention to ensure workers exposed to or using mobile equipment (e.g., forklifts, pallet movers) follow warehouse safety procedures.	D	25
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently visually focus on computer screen to track and locate stock.	C	12
11	<b>PHYSICAL EFFORT</b> Heavy physical effort to regularly push, pull, lift or carry heavy stock items.	E	24
12	<b>SURROUNDINGS</b> Exposure to dust and noise in a warehouse almost always.	C	6
13	<b>HAZARDS</b> Significant exposure to hazards from working near moving equipment and forklifts in a warehouse almost always.	D	9

Total Points: 518.5

Level: Range 13