

INTERNAL JOB ANNOUNCEMENT

Warehouse Supervisor 683

DUTIES: Supervises Material Handlers in all receiving of bus parts, consumable products, misc. items from UPS and FedEx and other over the road freight lines. Supervises grade 4s in the preparation of all shipments of cores to remanufacturers, shipments to districts to replenish stock, all misc. shipments including vendor returns of parts and warranty items. Prepares all shipments according to the inventory department shipping procedures. Ensures all system entries and paperwork are completed in accordance with the mission of the inventory department to provide accurate record keeping and service to internal and external customers. Will be required to drive a cargo truck and complete warehouse work to maintain flow of stock and service as needed for multiple districts. May direct main warehouse personnel as needed.

MINIMUM REQUIREMENTS: Applicants must have a high school diploma or its equivalent. Applicants must have at least three (3) years of experience in a shipping and receiving environment. Previous supervisory experience preferred. Applicants must have excellent oral and written communication skills and be proficient in Microsoft Office Applications. Applicants must have excellent customer service skills. Applicants must have a valid Ohio Driver's License.

ADDITIONAL INFORMATION: The performance of these duties may be required at any time of the day or night, any day and night of the week. The position is a bargaining unit position.

Examination Information: Eligible candidates will be notified of the exact time and place of the examination. The examination process will consist of three parts to include a written examination, performance assessment and/or interview, and record evaluation for internal candidates. The record evaluation will be weighted as 15% of the overall examination score for candidates who have passed the written and performance assessment/interview. Record evaluation information will be obtained from the candidate's supervisor. Candidates must meet all record evaluation criteria in order to gain the full 15% weighting. Candidates must pass the written examination to be eligible to proceed to additional parts of the examination process required to establish the eligibility for the position. Candidates will become eligible based on the composite scores from each part of the examination process.

- 5 or more absence occurrences
- 2 or more AWOL or absence control suspensions
- 3 or more active written reminders (regardless of the level)
- 5 or more misses (regardless of whether they are active or not active)
- 4 or more active tardies
- Drug or alcohol suspension
- Commercial Drivers License (CDL) suspension
- Active Decision Making Leave (DML)

INTERNAL WAGE RATE: \$16.81 – \$28.01/hour

Internal Applicants: How to Apply: An internal employment application may be completed and submitted on the RTA Intranet, select the Forms tab and then select the Human Resources tab. An internal employment application may also be picked up at your work location or at the RTA Main Office at 1240 W. 6th St., Cleveland, OH 44113. Internal employment applications may be faxed to (216) 781-4483, or interoffice mailed to Human Resources, 1240 W. 6th St., Cleveland, OH 44113.

Employment Applications will be accepted until Saturday, October 15, 2011.

APPLICANTS WHO DO NOT PASS THE WRITTEN EXAMINATION AND PERFORMANCE ASSESSMENT(S) MUST WAIT SIX (6) MONTHS TO REAPPLY AFTER THE INITIAL WRITTEN EXAMINATION DATE.

AN EQUAL OPPORTUNITY / ADA EMPLOYER / A DRUG FREE WORKPLACE

Job Class: 683
Date: October 6, 2011

Web Site Address: www.riderta.com
Job Announcement No.: 2011-39

RTA