

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

***Occ. Code 1861100***

**Shipping Supervisor, Grade 18 1861100**

Brief Description of Class

Shipping Supervisors direct the daily operations of a large distribution center or centralized print, mail and freight operation, while overseeing the receipt, storage, and scheduling of the distribution of a variety of products and commodities. They are classified at the Department of Corrections and Community Supervision (DOCCS) and the Office of General Services (OGS).

Distinguishing Characteristics

*Shipping Supervisor:* Supervisory level; under the general direction of higher-level staff, directs the daily operations of a large distribution center or centralized print, mail and freight operation; monitors security and safety regulations as required by law; and provides supervision to subordinate truck driver; dispatcher; motor vehicle operator; laborer; and mail, supply, and stores clerical staff. At DOCCS, incumbents of these positions may also supervise inmate staff.

Related Classes

Correctional Industries Shipping Supervisor is a one position class responsible for shipping, warehousing, inventory management, and related activities for Correctional Industries products.

Support Services Managers 1 and 2 plan and direct Food Administration; Consolidated Warehousing; Print, Mail, and Freight services; and State and Federal surplus property programs.

Tractor Trailer Dispatchers supervise and dispatch Tractor Trailer Operators and Tandem Tractor Trailer Operators throughout the state.

Transportation Supervisors 2 are responsible for the supervision and management of all activities of a very large motor pool of a State facility or a

University center encompassing two working shifts or a seven days a week operation.

### Illustrative Duties

- Plans, schedules, and assigns vehicles and drivers for the pickup and delivery of products, goods, mail, supplies, and/or other commodities.
- Schedules deliveries with customers ensuring scheduled due dates are met and using the most efficient and cost-effective means.
- Schedules deliveries with outside contractors that cannot be made by subordinate staff.
- Reviews all required paperwork or other forms of records for drivers including fuel usage reports, temperature logs, and mileage sheets; prepare and complete Bills of Lading.
- Responds to customer agencies regarding service complaints.
- Administers the preventive maintenance program for all vehicles and equipment including forklifts, hand trucks, and pallet jacks.
- Ensures that inventory policies and procedures are followed, and that inventory is updated in a timely manner.
- Maintains files, correspondence, documents, and other materials relative to vehicle operations, equipment maintenance, and inventory management.
- Ensures all safety regulations mandated by state and federal law are followed.
- Performs the full range of supervisory duties such as approve leave and track time and attendance; identify staff development needs; evaluate staff performance; and complete performance evaluations.

### Minimum Qualifications

Promotion: one year of permanent competitive or non-competitive service as a Transportation Supervisor 2 or Tractor Trailer Dispatcher.

Open Competitive: six years of experience as an assistant manager of a multi-product warehouse consisting of at least 40,000 square feet or a centralized mail center, with direct responsibility for the shipping and receipt of products via company-owned or leased vehicles and drivers employed by the company. One year of experience must have been at a supervisory level.

Substitution: An associates degree substitutes for two years; bachelor's degree for four years.

**NOTE:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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