MIDDLESEX COUNTY UTILITIES AUTHORITY
JOB OPENING

JOB TITLE: Warehouse Supervisor

DEPARTMENT: Maintenance
LOCATION: Central Treatment Plant
SALARY LEVEL: E-5 ($64,260.00-$146,600.00)
REPORTS TO: Maintenance Superintendent

DIVISION: Wastewater
EXEMPT: Yes
SHIFT: No
NEW: 9/1/2026

SUMMARY: The Warehouse Supervisor is responsible for overseeing daily warehouse operations, supervising staff, and ensuring efficient handling of inventory, shipments, storage, and procurement processes. This role focuses on maintaining productivity, enforcing safety standards, and ensuring accurate order fulfillment.

ESSENTIAL DUTIES & RESPONSIBILITIES: Include the following and others as assigned.

Maintain computer records of inventory by entering and retrieving information related to receipt, storage, and disbursement of materials.

Make arrangements with vendors to correct situations involving incorrect shipments.

Requisition parts and supplies in a timely manner and maintain adequate stock levels by forecasting seasonal demands, departmental needs, preventative maintenance activity, and general stock trends.

Organize storage facility and operate equipment to receive, store, and move stock.

Recommend layout of warehouse stock and outside yard stock, considering turnover, size, weight, and related factors of the items stored.

Inspect stock received or repaired to verify conformance to specifications prior to recommending authorization for payment.

Complete cycle counts on a routine basis to verify physical parts storage.

Work with Department Supervisors to coordinate pick lists for routine preventative maintenance.

Operate a forklift, pallet jack, aerial man lift, boom truck, front-end loader, and other heavy equipment to unload trucks and move and store materials and supplies.

Maintain a computerized filing system of material requisitions; Work with Finance on requisitioning of materials.

Comply with applicable safety and health policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervise subordinate employees. Carry out supervisory responsibilities in accordance with Authority policies and applicable laws. Responsibilities include interviewing

and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: 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.

EDUCATION and/or EXPERIENCE: High School Diploma or General Equivalency Diploma (GED): five (5) years related experience and/or training in a warehouse of comparable size, of which two (2) years must be in a supervisory capacity; experience working with a CMMS; Project management and organizational skills, including ability to manage competing priorities; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general scientific and technical journals, equipment specifications, and regulatory documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as ratios, proportions, fractions, percentages, area, circumference, weight, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

OTHER SKILLS AND ABILITIES: Knowledge of managerial, administrative, organizational, communications, and employee relations practices. Ability to supervise activities and to administer and enforce Authority policies and practices. Must be able and willing to utilize appropriate safety equipment/PPE required in the performance of duties. Shall be capable of utilizing new tools, equipment, machinery, controls, devices, software applications, or other technology, as furnished by the Authority, to perform required job duties. Proficient in Microsoft Excel, Word, and other related applications. Ability to maintain effective working relationships with management, employees, vendors, and consultants. Ability to assign and oversee work, and to apply the most effective resources or staff to the problem or issue presented. Ability to maintain a high level of safety and performance awareness and response readiness. Knowledge of available technologies, services, vendors, and agencies to ensure maximum technical support for plant performance.

LICENSES: Required to possess a valid State of residence driver's license and meet Authority insurance requirements.

CERTIFICATION REQUIREMENTS: Forklift Certification

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to sit, stand, and walk; have manual dexterity; reach with hands and arms; stoop, kneel, crouch, and talk. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 or more pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee routinely works in outside weather conditions (heat, snow, winds, rain, etc.), on uneven surfaces or terrain, and is occasionally exposed to fumes, noxious odors or airborne particles and industrial strength chemicals. The noise level in the work environment is usually moderate.

INSTRUCTIONS TO APPLY FOR THIS POSITION:

Anyone interested in applying for this position should submit a current resume and a letter of interest explaining how the candidate meets the job requirements **to Human Resources Office, Central Administration Building, Room 124, Sayreville or to mwwiater@mcua.com**. Employees who are newly hired or accept a new position within the Authority, those who are promoted to a new job classification or have been transferred to a new assignment, and former employees who have been rehired, are classified as Conditional Employees for a period of six (6) months beginning with the first day on the new job. Employees are eligible to apply for a different position within the Authority after they have completed the 6 month period as a Conditional Employee. Any current employee who accepts and begins working in this position may not be able to return to their old position, or to any other position within the Authority, because of withdrawal or removal from, or inability to perform in this position. Qualified employees are encouraged to apply for posted positions as they occur.

The MCUA is an Equal Opportunity Employer (EEO/AA).