

Agency: Liquor Distribution Branch  
Location: Vancouver

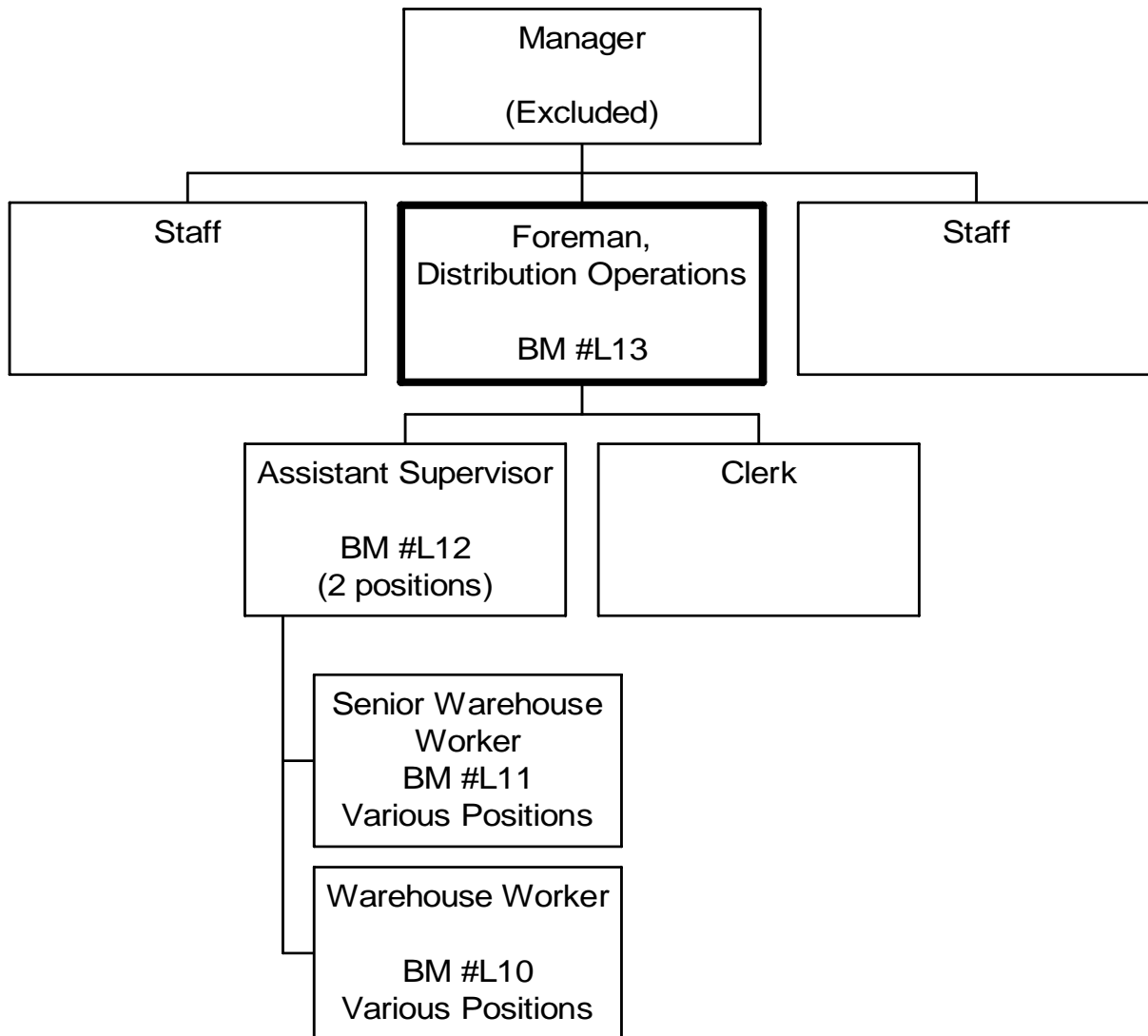
Working Title: **Foreman, Distribution Operations**  
Level: Range 16  
NOC Code: 7452

### **PRIMARY FUNCTION**

To supervise employees working in the assembly, shipping, receiving and inventory control departments of the distribution centre, in the receipt, preparation, movement, verification and delivery of liquor products destined for retail and wholesale outlets.

### **JOB DUTIES AND TASKS**

1. Organizes the preparation, movement and verification of liquor products destined for all liquor outlets
  - a. develops operational procedures to ensure that safety and security regulations are upheld and recommends and/or provides training if necessary
  - b. reviews monthly productivity reports and if problem areas are identified makes recommendations for improvements
  - c. maintains schedule roster and ensures adequate shift coverage according to production demands, updates timesheets and approves leaves
  - d. ensures that 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 and utilizes warehouse systems and procedures to maximize efficiency and to maintain productivity standards
  - g. assigns staff to other departments based on operational requirements
  - h. arranges for maintenance, repair, safety inspections and certification of warehouse equipment and truck fleet
  - i. communicates with internal and external customers (including private sector owners of liquor stores and outside carriers) to provide optimum customer service
2. Supervises staff (15 to 30+ FTEs)
  - a. plans and organizes the recruitment process and chairs selection panels
  - b. supervises regular and auxiliary warehouse workers in a multi-shift operation
  - c. plans, assigns and reviews work and sets work priorities and standards
  - d. provides direction, training and coaching and works with employees to create a personal development plan (EPDP)
  - e. 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 statements and identifying department needs and investigating and explaining variances
  - b. ensures that operations stay within departmental operating expense budget limits
  - c. prepares reports of Assembly, Shipping and Receiving production and enters data into computer system
  - d. conducts Joint Accident Investigations (management /union) and completes forms
  - e. ensures completion of first aid and WCB forms for accidents and injuries
  - f. responds to safety committee findings by developing new procedures or modifying existing procedures to correct operational hazards and prevent their reoccurrence
  - g. orders supplies required in the warehouse (e.g., safety apparel, stationery, seals, etc.) each month
4. Other related duties
  - a. operates counterbalance forklift and/or pallet mover to move product
  - b. performs spot checks of completed orders for accuracy
  - c. participates in monthly safety inspections of specific departments
  - d. sits on various committees (e.g., Safety Committee and Leaves Review Committee)



FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Have a practical understanding of warehousing to organize the receipt, preparation, movement, verification and delivery of liquor products destined for retail and wholesale outlets.</p>	F	190
2	<p><b>MENTAL DEMANDS</b> Judgement to apply analysis and interpretation of warehouse operations and choose an approach using a combination of accepted warehousing methods and equipment to coordinate and control the receipt of product and the preparation of products for distribution to liquor outlets, deploy and schedule staff and implement procedures and system changes.</p>	E	150
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Persuasion required to use basic counselling skills to supervise employees and appraise work and discuss performance problems.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordinate and dexterity required to operate a forklift and similar equipment in the warehouse.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> <u>Freedom to Act:</u> 5      <u>Comparative Effects:</u> IIIb Guided by warehouse policies, affects program delivery by applying accepted methods in a different way to organize the receipt, preparation, movement, verification and delivery of liquor products destined for retail and wholesale outlets, implement operational changes and prepare production reports.</p>	E	120
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Moderate financial responsibility to provide budget data on operational costs.</p>	D	22.5
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility to control the storage and movement of liquor products in the warehouse.</p>	D	22.5

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise regular and auxiliary warehouse workers, appraise employee performance and take disciplinary action (20+ FTEs).	DI	27
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Significant care and attention to develop operational procedures for warehouse staff to ensure compliance with safety.	D	25
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused requirement to frequently balance warehouse schedules to meet multiple deadlines.	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> Moderate exposure to hazards from frequently working near moving equipment and forklifts in warehouse.	C	6

**Total Points: 665**

**Level: Range 16**