Job Evaluation Rating Document

Job Title	Stores & Purchasing Working Supervisor	**Code**
Date	November 2010 - Interim Rating	
Revised Date	Sept 12, 2013; Sept 10, 2015	456
Revised Date	December 18, 2024	

Decision Making	Degree
Within limits of accepted practice, makes some choice of action when releasing stock, researching new products or obtaining stock from alternate vendors in urgent situations. Interpretation of other departments needs is required when allocating limited supplies.	3.0

Education	Degree
Grade 12.	2.0

Experience	Degree
Eighteen (18) months previous experience with purchasing/stores/distribution in a healthcare setting. Twelve (12) months on the job to develop administrative/supervisory skills and to become familiar with department policies and procedures.	6.0

Independent Judgement	Degree
Performs purchasing activities in accordance with established procedures. Resolves emergent out-of-stock situations by searching out alternate suppliers/vendors.	3.5

Working Relationships	Degree
Has regular contact with vendors and suppliers requiring tact and discretion. Appropriate tact required when discussing shortages within departments.	3.0

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Impact of Action

Degree

Inadequate supplies may delay services and result in expensive rush orders. May cause serious delays in service as a result of inadequate planning/scheduling (e.g., training, operating procedures).

2.5

Leadership and/or Supervision

Degree

Provides regular direction to staff by scheduling, assigning, checking and maintaining the flow of work. Provides functional advice regarding purchasing policies and practices to user departments and vendors.

4.0

Physical Demands

Degree

Regular physical effort performing computer operation, walking and moving supplies.

2.0

Sensory Demands

Degree

Regular sensory effort report writing, computer operation and listening.

2.0

Environment

Degree

Occasional exposure to minor hazards/conditions such as multiple deadlines and interruptions.

2.0