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## Materials Handler 04P

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### WG-6907-04P

NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

#### I. INTRODUCTION

This position is located in

This position involves work in receiving, storing and assembling for issue, shipment and distribution, a wide variety of supplies, equipment and materials. It also involves packing and repacking a variety of equipment, parts, tools, printed materials and other items.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

The incumbent performs warehouse work such as receiving, storing and shipping a variety of bin and bulk supplies, material, equipment and commodities. It includes unloading, stacking, placing in bins, rotating and marking stock according to standard operating instructions. Checks shipping documents to verify incoming and outgoing shipments.

Packs and/or repacks for shipment and/or storage, a variety of tools, parts, equipment, supplies, printed materials or other items by wrapping, arranging and cushioning in cartons, boxes, crates or other packing material. May tape, staple, seal, weigh, label and apply postage to containers.

Uses common hand tools including hammers, screwdrivers and/or pliers, as well as strapping tools, and stapling and banding machines. Operates hand trucks, hand lifts, pallet jacks, dollies, and/or electric jack lifts. May use tugs and/or forklifts in a developmental capacity or under close supervision.

May use computerized equipment to compile, input and reconcile information.

#### III. FACTOR LEVELS

Factor 1- Skill and Knowledge

Knowledge of general warehouse layout, locator systems, item identification codes and basic warehouse procedures. Ability to stock, move, arrange and rotate warehouse items in accordance with operating instructions or under guidance of higher level employee. Ability to use packing tools and equipment, and manual dollies, electric jacks, forklifts and hand tools. Knowledge of wrapping and cushioning methods and techniques. Ability to check shipping and packing documents for quantity and types of items to be packed. Knowledge of basic safety regulations and practices.

Factor 2 - Responsibility

Works under the guidance of a supervisor or higher graded worker who provides general instructions on repetitive assignments and specific guidance on new operations or procedures. Routine work is performed independently. Work is spot checked by a supervisor or higher graded employee to insure adherence to procedures and objectives.

Factor 3 - Physical Effort

Duties require standing, stooping, bending, kneeling, climbing and lifting weights up to 40 pounds. Heavier items will be moved with the assistance of equipment or other workers. Work can be tiring and sometimes in uncomfortable positions.

#### Factor 4 - Working Conditions

Work is done inside or outside in areas that may be hot, damp, cold, drafty or poorly lighted. May be regularly exposed to the possibility of cuts, scrapes, bruises, abrasions, falls, and injury from falling stock or conveyor systems. May be exposed to dust, dirt, grease and solvents, and to high noise levels. May be required to wear protective clothing such as hard hats, steel toed shoes, gloves, masks and aprons.

THIS POSITION IS NON-EXEMPT UNDER THE FLSA

#### **IV. UNIQUE POSITION REQUIREMENTS**

(Last Updated: September 19, 1994)

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