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Materials Handler 05P

WG-6907-05P

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 material and other items.

II. MAJOR DUTIES AND RESPONSIBILITIES

The incumbent receives, stores, selects and ships general or specialized bulk and bin materials, supplies and equipment. Reports damaged goods or shipment shortages. Independently loads and unloads materials and places them in correct locations or storage areas. Locates, loads and moves material for shipment and verifies or prepares shipping documents.

May work in hazardous materials storage areas, following specialized handling and storage procedures. May operate warehouse tractors, fork lifts, tugs, trucks or other general purpose vehicles.

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. Considers special requirements such as size, weight or mode of transportation and blocks or braces sensitive materials and equipment. May tape, staple, seal, weigh, label and apply postage to containers.

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

III. FACTOR LEVELS

Factor 1 - Skills and Knowledge

Specialized knowledge of warehouse plans, methods, procedures and techniques of material handling. Skill in stacking, moving and arranging items on pallets, considering height, weight and special handling requirements. Ability to operate mechanized equipment such as fork lifts, mobile stock selectors, etc. May require skill in use of automated equipment such as optical readers and scanners.

Knowledge of wrapping and cushioning methods and techniques. Ability to determine need for special packing methods because of size, weight, etc. Ability to use packing tools and equipment. Knowledge of safety regulations and practices.

Factor 2 - Responsibility

Works under general instructions from a supervisor following established methods and procedures. Responsible for document processing and verification of the quantity and condition of materials and equipment handled. Assignments are usually completed without guidance on methods, procedures or techniques. Work is spot checked for accuracy, thoroughness, compliance with general guidelines and results achieved.

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. When working with hazardous materials may be subject to exposure from radiation, toxins, explosive hazards or chemical fumes. 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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