



[Home](#) > [HR Practitioners](#) > [Classification & Position Management](#) > [PD Library](#)

Materials Handler 06P

WG-6907-06P

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

As senior employee in a small warehouse or supply facility, or overseer of one or more product lines or segments of a larger warehouse, the employee receives and processes incoming shipments. Compares material with purchase orders and/or contracts to verify quantity and description. Completes and signs receiving documents.

Places material in stock locations by appropriate stock number using proper handling, stacking and storing procedures for maximum convenience, ease of movement and protection from damage, deterioration and pilferage. Decides when to set up, shift, relocate, allocate new or additional locations, consolidate stock and rotate stock to avoid obsolete, outdated or stale materials. This may include hazardous stock such as toxic chemicals, pesticides, flammables, explosives and radioactive materials.

Based on customer requisitions, selects items from stock and prepares them for packing and shipping. Checks stock numbers on packing list for correctness.

May operate vehicles such as cargo tractors, stake trucks, jumbo tugs and a variety of forklifts.

Packs/repacks for storage and/or shipment, a variety of items. Determines the materials, containers and devices needed to prepare a full range of standard and specialized materials and equipment for custom packing, shipment or storage. Uses hangers, mounts and brackets, and custom packs items that cannot be fitted into standard containers. Considers type, size, fragility, mode of transportation and destination of items being packed. May tape, staple, seal, weigh, label and apply postage to containers.

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

III. FACTOR LEVELS

1 - Skill and Knowledge

An in-depth knowledge of the overall warehousing plan, documentation requirements and warehousing methods, procedures and techniques. Ability to lay out storage space and establish item and material locations. Knowledge of physical distribution functions of a warehouse such as material receiving, staging, storage, issuing and preservation. May require skill in the use of automated equipment and systems. Ability to operate large material handling equipment and vehicles inside and outside the warehouse on unpaved, unimproved or difficult terrain.

Knowledge of a wide range of packing methods and techniques to handle fragile, unwieldy, or unusual material. Skill in using special techniques such as slot hanging, mounting, suspending and bracketing. Skill in custom packing items by fitting containers to protect material. Knowledge of safety regulations and practices.

2 - Responsibility

Responsible for performing a full range of warehouse functions in either a major segment of a large warehouse or as the principal materials handler in a small warehouse. Responsibilities include receiving, locating, storing, shipping and rewarehousing materials, commodities or equipment in accordance with established procedures. Works with a high degree of independence in determining sequences of operations under the general direction of a supervisor and performs work in priority order. May have responsibility for warehouse stock such as hazardous materials, high value items, an equipment or commodity group and assuring adherence to established procedures and requirements. Determines the materials, containers and devices needed to complete packing work and uses a wide variety of packing methods and techniques. Adapts or modifies techniques to pack unusual size or shapes, or especially delicate instruments.

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.

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 FROM COVERAGE UNDER THE FLSA

IV. UNIQUE POSITION REQUIREMENTS

(Last Updated: September 19, 1994)

[Website Feedback](#) [About OHRM](#) [Contact Us](#) [DOCHROC](#) [FOIA](#) [Site Map](#)
[Privacy Policy](#) [Commerce Homepage](#) [Careers at Commerce](#)
[Commerce Employees](#) [HR Practitioners](#)