

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

357670

2. Reason for Submission
 Redescription New
 Reestablishment Other
 Explanation (Show any positions replaced)

3. Service
 Hdqtrs Field

4. Employing Office Location
 VAPSHCS

5. Duty Station
 American Lake

6. OPM Certification

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Financial Statements Required
 Executive Personnel Employment and Financial

9. Subject to IA Action
 Yes No

10. Position Status
 Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11.

 Neither

12. Sensitivity
 1-Non-Sensitiv 3-Critical
 2-Noncrit 4-Special

13. Competitive Level Code
 X01

14. Agency Use
 0065

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational	Gra	Initial	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Materials Handler Leader	WL	6907	5	RUH	6-21-06
e. Recommended by Supervisor or Initiating Office	Materiel Handler Lead	WL	6907	6		

16. Organization Title of Position (If different from the official title)
 Lead Materiel Handler

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
 Department of Veterans Affairs

a. First Subdivision
 VHA

b. Second Subdivision
 VA Puget Sound Health Care System

c. Third Subdivision
 Facilities Management Service

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review — This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor
 Mark Huff, Logistics Manager
 Signature: [Signature] Date: 4-18-06

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
 Philip S. Eesmire, P.E., Facility Manager
 Signature: [Signature] Date: 4/18/06

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action
 Ronald L. Classen, HR Spec (Class & Comp)
 Signature: [Signature] Date: 6-21-06

22. Position Classification Standards Used in Classifying/Grading Position
 JS-9 for Materials Handler, 6907, TS-58, 9/90;
 JS-5 for WL/NL Leader, TS-39, 480

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initial	Date	Initial	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

WAREHOUSE WORKER LEAD DESCRIPTION

1. Major Duties

a. This position is that of a leader for all warehousing activities. The incumbent has been delegated responsibility for training personnel in all phases of the receiving activity. Incumbent ensures that receipts are prioritized and staff assignments adjusted to accommodate fluctuating workload. Incumbent oversees equipment processing, troubleshooting systems so documents are finalized in a timely manner. Sees to it that all needed plans, blueprints, materials and tools are available for team to accomplish the assigned work

b. Incumbent will pass on to other workers the instructions received from the warehouse manager for getting work started, by assigning task to be performed by individuals members of the warehouse staff. He/She will be working along side other workers, setting the pace of the daily workload. Incumbent will see to it that there is enough work to keep all staff/crew members busy.

c. Receives and inspects all incoming supplies, equipment, and services in conformance with related source documents such as purchase orders, VA/GSA requisitions, proper unloading point (separate unloading areas), and unloading sequence, placement of items for checking, inspection, and transfer to storage areas. Inspects and receives items in accordance with the specifications, quality, and quantity indicated on the source documents. The incumbent indicates on way bills, government bills of lading (GBL), any receipt of damaged merchandise and notifies responsible carrier of hidden damage. The incumbent prepares discrepancy reports (OS&D), when applicable.

d. In the performance of these duties, the incumbent directs activities of subordinate warehouse workers.

2. Typical Work Performed

a. The incumbent is under the supervision of the Warehouse Manager. He/She will be checking work while in progress and when finished to see whether the supervisor's instructions on work sequence, procedures, and deadlines have been met.

b. Directs the receiving, unpacking, storage, assembly, electrical inspection, delivery, and distribution of all furniture and equipment.

c. Controls build-up and disposal of excess equipment turn-ins.

d. Maintains the security of all incoming equipment, tools, and furniture.

3. Factor Statements

a. Knowledge and Skills: The incumbent is under the supervision of the Warehouse Manager. He/She will be checking work while in progress and when finished to see whether the supervisor's instructions on work sequence, procedures, and deadlines have been met.

b. Responsibility: Urges or advising other workers to follow instructions received from the Supervisor, and to meet deadlines. Answering questions of supervisors on overall work operations and problems.

c. Physical Demands: For instruction purposes, must be capable of demonstrating proper work methods and techniques for utilizing all material handling equipment including hand trucks, dollies, forklifts, truck driving etc.

d. Hazards: Will ensure safe work habits are practiced in all phases of warehouse operations. Assures that all warehouse safety and housekeeping rules are followed.

e. Working Conditions: Demonstrating proper work methods; seeing to it that the needed materials, and tools are available, and needed stock is obtained from supply locations.

4. Significant Working Conditions Not Previously Noted: Incumbent must hold a valid Washington State vehicle license and be able to operate up to 2-1/2 ton capacity vehicles. The leader is in daily contact with Division and Service Chiefs and other Medical Center personnel in connection with the receipt and issue of supplies and equipment. Care and tact must be used at all times whether by personal contact, telephone contact or memoranda, in order to promote a congenial working relationship between the warehouse and other departments in the Medical Center. The incumbent is also in daily contact with vendors and personnel of transportation companies. The incumbent shall carry out all instructions left by Warehouse manager while he/she is away.

Department of Veterans Affairs POSITION RISK AND SENSITIVITY LEVEL DESIGNATION

STATION NUMBER/ORGANIZATION
663/ VA Puget Sound Health Care System

SUBJECT NAME (Optional)	POSITION TITLE/GRADE Materials Handler Leader, WL-6907-5	POSITION DESCRIPTION NUMBER (PD #) 357670
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NOTE: Each position within VA requires a designation of its risk or sensitivity level as described in VA Directive and VA Handbook 0710. Guidance for making such position risk and sensitivity designations is contained in VA Handbook 0710, Appendix A with Tables, and in 5 CFR sections 732.102 and 732.201.

STEP 1 - PROGRAM RISK LEVEL DESIGNATION (See VA Handbook 0710, Appendix A, Paragraph 2, and Table 1)

A. IMPACT ON EFFICIENCY OF SERVICE <input type="checkbox"/> MAJOR <input type="checkbox"/> SUBSTANTIAL <input type="checkbox"/> MODERATE <input checked="" type="checkbox"/> LIMITED	B. SCOPE OF OPERATIONS: <input type="checkbox"/> WORLDWIDE <input type="checkbox"/> GOVERNMENTWIDE <input type="checkbox"/> MULTI-AGENCY <input checked="" type="checkbox"/> AGENCY	C. PROGRAM RISK LEVEL <input type="checkbox"/> MAJOR <input type="checkbox"/> SUBSTANTIAL <input type="checkbox"/> MODERATE <input checked="" type="checkbox"/> LIMITED
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STEP 2 - POSITION RISK POINTS

See VA Handbook 0710, Appendix A, Paragraph 3; and Table 2

LINE NO.	RISK FACTOR	RISK POINTS
1.	Degree of Public Trust	3
2.	Fiduciary Responsibility	1
3.	Importance to Program	3
4.	Program Authority	3
5.	Supervision Received	3
6.	Total Risk Points (Sum of Lines 1-5) ▶	13

STEP 3 - POSITION SENSITIVITY LEVEL

National Security Classified Information

NOTE: All positions must be evaluated for National Security considerations. Sensitivity levels do not replace risk levels, but are an addition to risk levels if applicable. See VA Directive 0710, paragraph 4, VA Handbook 0710, paragraph 2b; VA Handbook 0710, paragraph 4, VA Handbook 0710, Appendix A, paragraph 9 and 11; and 5 CFR Section 732.102.

SENSITIVITY LEVEL
 SPECIAL SENSITIVE
 NON-CRITICAL SENSITIVE
 CRITICAL SENSITIVE
 NONSENSITIVE

STEP 4 - RECOMMENDED ADJUSTMENT TO RISK LEVEL BY INFORMATION SECURITY OFFICER

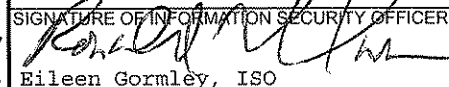
NOTE: All positions are reviewed by Information Security Officer for access to VA information systems.

CONCUR WITH RISK LEVEL (See STEP 2)
 INCREASE RISK LEVEL TO: MODERATE RISK HIGH RISK

RISK LEVEL AS DETERMINED BY TOTAL RISK POINTS

HIGH RISK
 MODERATE RISK
 LOW RISK/NONSENSITIVE

JUSTIFICATION

SIGNATURE OF INFORMATION SECURITY OFFICER

 Eileen Gormley, ISO

DATE (MM/DD/YYYY)
6-21-06

STEP 5 - ADJUSTMENTS TO POSITION RISK LEVEL

NOTE: Some positions, by the very nature of the duties and responsibilities, will require adjustments to risk level designations. See VA Handbook 0710, Appendix A, paragraph 5, Adjustments. Additionally, some positions may temporarily require access to sensitive national security classified information. Such access will factor into the adjustment of the position sensitivity designation. See VA Handbook 0710, Appendix A, paragraph 11.

Risk Level:

NO ADJUSTMENT
 INCREASE RISK LEVEL TO:
 MODERATE RISK
 HIGH RISK

Sensitivity Level:

NO ADJUSTMENT
 INCREASE SENSITIVITY LEVEL TO:
 NONCRITICAL SENSITIVE
 CRITICAL SENSITIVE
 SPECIAL SENSITIVE

STEP 6 - FINAL POSITION RISK/SENSITIVITY LEVEL DESIGNATION

FINAL POSITION RISK LEVEL <input type="checkbox"/> HIGH RISK <input type="checkbox"/> MODERATE RISK <input checked="" type="checkbox"/> LOW RISK	FINAL SENSITIVITY LEVEL DESIGNATION <input type="checkbox"/> SPECIAL SENSITIVE <input type="checkbox"/> CRITICAL SENSITIVE <input type="checkbox"/> NON-CRITICAL SENSITIVE <input checked="" type="checkbox"/> NONSENSITIVE
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SIGNATURE AND TITLE OF FINAL RISK/SENSITIVITY LEVEL DESIGNATOR

 Ronald L. Classen, HR Specialist (Class & Comp)

DATE (MM/DD/YYYY)
6-21-06

Evaluation of Materials Handler Leader, WL-6907-5, PD#: 3-57670

Service Line:

Facilities Management Services, American Lake Division.

Background:

This is a new position at the warehouse located at American Lake. Information for this evaluation came from this PD, current Materials Handler PDs, and a desk audit with the Supervisory Inventory Management Specialist.

Job Family & Title Determination:

This position is properly classified in the Materials Handler, 6907 job family.

The 6907 job family standard covers work involved in receiving, storing, and assembling for issue, shipment and distribution, a wide variety of bin and bulk supplies, materials, equipment, and commodities using mechanized, automated, and manual material moving equipment, devices, and systems. The work requires knowledge of the methods used in processing, handling, and storing of materials and equipment through a supply facility.

The work also requires the ability to use manual or mechanized equipment to move, stack, bin, and position materials and equipment. Additionally, the work requires the ability to organize, arrange, and remove stock in storage areas in accordance with established procedures.

This position leads a team of materials handlers performing a variety of warehousing activities including receipt and inspection of all incoming supplies, equipment, and services in conformance with related source documents. The work entails receiving, unpacking, storage, assembly, inspection, delivery, and distribution of all furniture and equipment.

The 6907 standard indicates jobs covered by this standard are to be titled Materials Handler. Materials Handler is approved for use with this job family in VA Manual MP6, Part V, Appendix F, Section I, Table III, page 61.

The suffix "Leader" is added to reflect the incumbent's work leader role, as per instructions in the Federal Wage System Job Grading Standard for Leader WL/NL (Leader Standard).

Title and job family determination:

Materials Handler Leader, WL-6907

Grade Determination:

The grade for this position is properly set at WL-5.

This position meets the criteria for use of the Leader Standard.

The Leader Standard (LS) is used to grade the jobs of wage system leaders who, as a regular and recurring part of their jobs, lead three or more workers to accomplish trades and labor work.

Duties typical of a working leader are: passing on to other workers the instructions received from supervisors, working along with other workers; demonstrating proper work methods, seeing to it that needed plans and materials are available, answering questions of other workers, seeing to it that there is enough work to keep everyone busy, checking on work in progress to make sure deadlines have been met, urging or advising other workers, assuring safety and housekeeping rules are followed, giving the supervisor work status reports and answering the supervisor's questions as to overall work operations and problems.

This position requires leading 3 other Materials Handlers, WG-6907-5 workers in accomplishing their duties. These duties include training the other workers as to proper phases of the receiving activity, passing on instructions from the warehouse manager, setting the pace of the daily

workload, insuring needed plans and materials are available to the team, and checking on the work in progress.

The Leader Standard indicates the appropriate grade is set by determining the highest level of nonsupervisory work led and then using the chart provided in the standard to determine the grade.

The highest level of nonsupervisory work led, as indicated by the Supervisory Inventory Management Specialist is WG-5. Using the chart, the WL grade is set at WL-5.

Title, Job Family and Grade Determination:

Materials Handler Leader, WL-6907-5.



Ronald L. Classen, HR Classification Specialist

6-21-06

Date

MATERIAL HANDLER - WL -6907/ 5/6
PD# 357670
(Crediting Plan)

*Indicates Critical Elements-

*ELEMENT 1. ABILITY TO DO THE WORK OF THE POSITION WITHOUT MORE THAN NORMAL SUPERVISION (Screen-Out Element).

Definition: Ability to perform warehousing tasks on own initiative, make decisions, show job Responsibility, carries out instruction from Supervisor, etc.

This position is that of a leader for all warehousing activities. The applicant has been delegated

Responsibility for training personnel in all phases of receiving activity. Ensures that receipts are prioritized and staff Assignments adjusted to accommodate fluctuating workload.

Applicant will pass on to other workers the instructions received from the warehouse manager for getting work started, By assigning task to be performed by individual members of the warehouse staff.

Applicant is under the supervision of the Warehouse Manager. He/She will be checking work while in progress And when finished to see whether the supervisors instructions on work sequence, procedure, and deadlines have been met.

POINT VALUE
WG-5 WG-6 WL-5/6

Applicants whose experiences indicate superior knowledge of warehouse procedures and ability to perform the duties of the job with unusual independence. Examples would be evidence of unusually successful experience in a wide range of warehousing duties indicated by recent receipt of award of outstanding performance rating, or successful experience as a supervisor or working leader with responsibility for training and work production of subordinate employees.....	4	4	5
Applicants whose experience and training indicate a good knowledge and ability to satisfactorily perform the duties of the job on own initiative with a minimum of supervision.....	4	3	5
Applicants whose experience and training indicate a good knowledge and ability to satisfactorily perform the duties of the job on own initiative subject to WL-5 intermittent supervision.....	3	2	4
Applicants whose experience and training indicate they have the ability to perform satisfactorily, under close supervision, the more routine warehousing type work such as stock handler or helper type position.....	2	1	4

ELEMENT 25A. WORK PRACTICES, NEATNESS, CLEANLINESS, AND ACCURACY.

Definition: Work practices required in warehousing procedures where things must be kept neat, clean, in place and records must be accurate.

POINT VALUE
WG-5 WG-6 WL-5/6

Evidence of superior ability and knowledge of the work practices related to handling and storage of supplies and equipment. This would include responsibility for keeping storage areas neat and clean, and take care of supplies to prevent damage or deterioration; accuracy in taking inventories, checking in and issuing supplies and equipment, processing, receiving and shipping documents, etc. Ability to perform these duties independently and/or supervise other employees.....	4	4	5
Demonstrated satisfactory experience in work requiring careful handling and proper storage of a variety of supplies and equipment; maintenance of storage areas in a clean, safe, and orderly condition, and accuracy in checking, counting, marking and inventorying of supplies. At this level, applicant should have performed duties on own initiative, subject to intermittent supervision.....	4	3	5
Applicants who have had experience in helping higher level employees in keeping the work area clean, and supplies and equipment in a neat and orderly condition, including tasks such as washing and stocking shelves, disposing of empty cartons, etc.....	2	1	3
Applicants who have performed the most simple and routine tasks in handling and storage of supplies, and cleaning storage areas, under close supervision.....	1	0	3

*ELEMENT 25E. TECHNICAL KNOWLEDGE OF WAREHOUSING PROCEDURES.

Definition: Ability to perform the technical practices required in performing the duties of a Material Handler.

In determining the proper rating for this element, consider:

- A. Complexity of duties performed
- B. Amount and variety of experience
- C. Recency of experience

POINT VALUE
WG-5 WG-6 WL-5/6

Evidence indicating a thorough knowledge and above average ability to perform a full variety of warehousing duties. Examples would be performing or directing the unloading of supplies and equipment from trucks, vans, and freight cars, moving supplies to prescribed warehouse locations, and placing items in appropriate bins, shelves, or bulk storage; checking quality and quantity of items received against shipping documents and reporting discrepancies; inspecting warehouse areas for safety and condition of stock; counting stock for inventories; and performing or directing the selection, assembly, and packing of supplies for delivery. At this level, applicant should have performed duties on own initiative.....	4	4	5
Documented experience and training which indicates a good knowledge and satisfactory ability to perform at least three of the warehousing duties listed under the 4-point value above, on own initiative subject to intermittent supervision.....	4	3	5
Applicants whose experience and training which indicates a good knowledge and satisfactory ability to perform the more common warehousing duties on own initiative subject to intermittent supervision. Examples would be performance of a combination of physical handling duties involving unloading, checking, moving, placing in storage,			

selecting, assembling and issuing items of supplies and equipment, according to well-established procedures..... 3 2 4

Applicants whose experience and training indicate a good knowledge and satisfactory ability to perform the routine warehousing work under close supervision. Applicants whose training and experience was not gained within the past five years would also be credited at this level..... 2 1 5

ELEMENT 75B. ABILITY TO INTERPRET AND PROCESS DOCUMENTS.

Definition: Ability to respond to instructions, specifications, work orders pertaining to warehousing.

	<u>POINT VALUE</u>		
	WG-5	WG-6	WL-5/6
Experience and training indicates a thorough knowledge and above average ability to process and use documents required in receipt, storage, and issue of supplies and equipment, and to coordinate handling of these documents with pertinent sections of logistics section. Examples would be checking freight bills against purchase orders to determine appropriateness of charge, obtaining signatures of authorized persons on issue documents, inventory sheets, reports of overages, shortages, and damaged OS&D's shipments, etc. At this level applicant should have performed duties on own initiative... 4	4	4	5
Experience and training indicates a good knowledge and satisfactory ability to process and use common documents such as receiving reports, issue documents, ?, on own initiative subject to intermittent supervision..... 4	4	3	5
Experience and training indicates satisfactory ability to use and process the more common documents described above under close supervision..... 3	3	2	4
Applicants whose experience and training has been limited to processing receiving reports and/or issue documents in routine supply transactions, under close supervision and subject to review by a higher level employee..... 2	2	1	4

*ELEMENT 82A. KNOWLEDGE OF WAREHOUSING MATERIALS, TOOLS AND EQUIPMENT.

Definition: Knowledge of materials, tools, and equipment used in warehousing and ability to select proper material, tool or equipment for each purpose.

	<u>POINT VALUE</u>		
	WG-5	WG-6	WL-5/6
Demonstrated superior knowledge of materials, tools, and equipment used in warehousing work and of care and preservation techniques in warehousing such as refrigeration techniques, placing, spacing, rotation, shelf life and age of items, and temperature and humidity control. Has shown expert knowledge and ability to act independently in determining acceptability of materials received to insure against damaged, crushed, broken, spoiled, contaminated, rusted, mildewed, corroded, or vermin infested items. Has shown outstanding knowledge of storage and preservation of medical supplies, care and handling of pre-sterilized medical items, laundry supplies, photographic and x-ray supplies, acids, chemicals, bottled liquids, paper supplies, office supplies, care and handling of radioactive materials, etc. Has an expert knowledge of procedures such as palletizing, stacking, packaging, packing, sorting, binning, assembly of items, blocking and bracing, etc. Is thoroughly familiar with use of hand tools such as pliers, hammers, chisels, screwdrivers, crowbars, wirecutters, electric drills, power wrenches, and banding machines. Has outstanding knowledge of equipment such as pallet measuring gauges, hand trucks, dollies, warehouse trailers, hydraulic lifters, and forklifts..... 4	4	4	5

Demonstrated satisfactory knowledge of materials, tools and equipment used in warehousing work and of the care and preservation procedure in warehousing such as refrigeration techniques, temperature and humidity control and placing, spacing, rotating, shelf life and age of items. Has shown competence in determining acceptability of materials received to insure against damaged, crushed, broken, spoiled, contaminated, rusted, mildewed, corroded, or vermin infested items. Has shown satisfactory knowledge of storage and preservation of food and medical supplies, laundry supplies, photographic and x-ray films, etc., acids, chemicals, bottled liquids, paper supplies, etc. Has adequate knowledge of procedures such as palletizing, stacking, packaging, packing, sorting, binning, assembly, blocking and bracing, etc. Has shown satisfactory ability to use hand tools such as hammers, chisels, pliers, screwdrivers, crowbars, wirecutters, pallet measuring gauges, use of hand trucks, dollies, warehouse trailers, and forklifts.....	4	3	5
Has demonstrated a working knowledge of materials, tools and equipment used in warehouse work and in care and preservation procedures such as described at the next higher level. Requires close supervision in the performance of duties.....	3	2	5
Has demonstrated a limited knowledge of warehousing materials, tools and equipment such as described at the higher levels. Requires close and continuing supervision and frequent checks of ongoing work.....	2	1	4

***ELEMENT 86. SAFETY AND DEXTERITY**

Definition: Ability to work with dexterity and safety with satisfactory speed, quality and accuracy.

POINT VALUE
WG-5 WG-6 WL-5/6

Evidence of an excellent safety record while working in positions which involve frequent exposure to hazardous working conditions. Examples of such conditions include working with material handling equipment, climbing on ladders, danger of injury from heavy loads shifting or falling, etc. Awards for safety or adoption of suggestions for improvement of safety practices would be evidence of performance at this level.....	4	4	5
Evidence of a satisfactory safety record while working in positions which involve the usual safety hazards associated with warehousing tasks, such as strains from lifting and moving materials and equipment, cuts and bruises while opening boxes, etc. Work record shows that applicant can safely use hand tools and manually operated equipment or moving supplies. Reports any unsafe conditions promptly to supervisor.....	3	3	4
Applicants who have maintained a safe work record while working in positions relatively free of potential hazards. Has had no major accidents and few minor accidents during recent employment.....	2	2	4