

## POSITION DESCRIPTION SUMMARY

**PD Tracking** 12121  
**Series, Title and Grade** 6907 Materials Handler WG-06  
**Department** Veterans Affairs

### **Introduction Statement**

The incumbent provides a wide variety of duties related to the operation of a general warehouse. The incumbent is under the general supervision of the Chief, Materiel Management Section and receives assignments from the Warehouse Team Leader and is responsible for receiving, issuing, delivering and warehousing all supplies and equipment s/he is responsible for the accuracy of receipts of documents which support payment to the vendor.

S/he is responsible for maintaining stock in storage areas in line with acceptable methods and practices in order to prevent damage, loss or injuries to others. Reports to the supervisor serious damages or deterioration of stock and conditions that are causing storage problems.

### **Major Duties**

Operates large warehouse perimeter vehicles such as cargo trucks, stake trucks, and jumbo tugs.

May serve as a senior member of a warehouse project team of materials handlers involved in special projects, such as conversion of the warehouse from a manual to an automated system, relocating a major commodity or equipment group, or setting up a new commodity group area.

The position is located at an assigned Veterans Administration medical facility performing warehouse work. The incumbent handles or oversees one or more product lines, a segment of a large warehouse, or may serve as the senior employee in a smaller warehouse or supply facility. With the supervisor, assists in developing plans for storage and arrangement of stock in accordance with VA regulations and requirements that determine the configuration setup, movement, rearrangement and traffic flow. In a large warehouse facility, the materials handler has responsibility for storage and space handling in accordance with VA regulations for a specific commodity or equipment group such as general supplies, construction materials, medical supplies, and high value items. The incumbent works on own initiative to consolidate materials, and provide maximum space utilization and protection of materials.

The incumbent may also functionally coordinate incoming and outgoing shipments and placement of materials on the docking area which may require the incumbent to schedule personnel to facilitate movement of materials in accordance with priorities, scheduling requirements and space allocations.

Responsible for the safe receipt, storage and movement of hazardous and toxic materials and substances such as certain types of chemicals or radioactive materials in accordance with facility and regulatory requirements.

Materials Handler is responsible for handling receipts, off loading, movement of items to storage areas, assembling items for shipment, storing, stacking, and palletizing items without instructions on the methods or procedures to be used. Receives both posted and un-posted items. This includes unloading, counting, checking for quantities, quality, specification requirements, damages and loss in shipment against received and transportation documents and signing freight bills; annotating any discrepancies. Unpack and uncrated items.

Serves as a truck driver, utilizing a vehicle not less than 1 Ton Truck with a gross vehicle weight of over 18,000 pounds. This vehicle is used daily on federal roads and occasionally on state and county roads. Driving duties include picking up and delivery equipment, furniture and anything else deemed appropriate. Sometimes trips in this truck will include traveling to other VA Medical Centers throughout Ohio, Kentucky, and Indiana picking up and delivering excess furniture. At times the trips to other stations will include overnight stays. Annotates turn-in documents as to the quantities. Places those items in the correct area awaiting disposition. Deliveries and pick-ups include medical supplies, general supplies, un-posted orders, equipment, forms, and office supplies

As assigned moves furniture and furnishings throughout the Medical Center from building to building.

## **Factor**

### **Skill and Knowledge**

In-depth knowledge of the overall warehousing plan, documentation requirements, and accepted warehousing methods, procedures, and techniques. Knowledge of specialized hazardous handling, storing, and safety procedures gained through formal course study and on-the-job training to insure adherence to governing regulatory procedures and policies. Ability to lay out storage space and establish item and material locations in accordance with agency regulations. Ability to prepare inventory and production reports, screen and identify shipping and receiving documents for discrepancies and direct shipments to shipping or storage areas. Skill in the use of onsite automated equipment and systems. Ability to operate the larger material moving equipment and vehicles inside the warehouse and fork lifts and related vehicles in outside holding areas on unpaved, unimproved, or difficult terrain.

### **Responsibility**

Works under the general direction of a supervisor or facility supervisor. 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. Responsible for receiving, locating, storing, shipping, and re-warehousing materials, commodities, or equipment in accordance with established procedures and operating requirements. The incumbent works with a high degree of independence in determining sequences of loading and unloading, developing space utilization plans and implementing the movement of materials from dock to bin or from storage to shipping. In mechanized warehouses, the incumbent may provide guidance to lower level workers in the operation of specialized equipment, such as manned storage and retrieval cranes, automated stock selectors, multipack induction conveyors, and other automated or mechanized equipment. Responsible for providing guidance to lower level workers in accessing and using remote computer terminals and equipment to verify inventory levels, fill orders, place stock and develop the necessary computerized documentation. Responsible for accomplishing all types of warehouse functions in non-automated warehouses.

The materials handler may recommend the sequence of warehouse functions for an assigned area, such as the order of receiving, shipping, and issuing, based on general guidelines and knowledge of material movement priorities and procedures.

Review of work is based on results achieved, including the meeting of schedules and priorities, accuracy of stock balances, orderliness of storage areas, adherence to general warehouse plans, and customer service effectiveness.

### **Physical Effort**

The material handler is required to stand on hard surfaces for extended periods of time, and to bend, stoop, and work in tiring and sometimes uncomfortable positions. Moderate physical effort is required in the frequent handling of object weighing up to 40 pounds with heavier items moved with weight handling equipment or with assistance from other workers.

**Working Conditions**

Work is performed in areas that may be hot, damp, cold, drafty, or poorly lighted. The materials handler is regularly exposed to the possibility of cuts, scrapes, bruises, abrasions, falls, and injury from falling stock or mechanized work areas. When working in hazardous materials areas, exposure to radiation, toxins, explosive hazards, or chemical fumes is possible. Work may require wearing protective clothing such as hardhats, steel toed shoes, rubber gloves, masks, and rubber aprons.

**Position Classification Standard Used**

Materials Handler, 6907, TS-58 September 1990