

WAGE GRADE CAREER PATH

WG 6907

Materials Handling

This occupation covers nonsupervisory 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 general knowledge of the methods used in processing, handling, and storing of materials and equipment through a supply facility; the ability to log receipt, storage, and shipment data; and the ability to use manual or mechanized equipment to move, stack, bin, and position materials and equipment. The work also requires the ability to organize, arrange, and remove stock in storage areas in accordance with established procedures to prevent damage, deterioration, and loss. Most work requires the incidental or regular use of fork lifts and motor vehicles.

Step

Part 1

Apprentice/Helper/Trainee; Trade/Less than Journeyman

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|--|---|
| | 1 Complete New Hire Orientation |
| | 2 Complete Civilian Training Plan requirements for current position |
| | 3 Complete task qualifications for current position |
| | 4 Complete task certifications for current position |
| | 5 Master simple to common work tasks under supervision |
| | 6 Maintain successful to above average performance ratings |

Part 2

Trade/Less than Journeyman

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| | 1 Continue required on-the-job and formal classroom training required in Civilian Training Plan |
| | 2 Complete task qualifications for current position |
| | 3 Complete task certifications for current position |
| | <p>Master common to complex work tasks. At grade 4, materials handlers follow detailed procedures or instructions to perform warehouse work which involves receiving, storing, and shipping a variety of bin and bulk supplies, material, equipment, and commodities. The work is usually repetitive and involves unloading, stacking, binning, rotating, and marking stock in accordance with standardized operating instructions. They check shipping documents to verify incoming and outgoing shipments and may use automated material identification equipment such as bar code wands, computer terminals, and laser scanners tied into a central computer to select storage locations of items being shipped or received. Where assignments differ from standardized tasks, workers at this level receive guidance from a higher level worker or supervisor. Grade 4 materials handlers use common handtools such as hammers, screwdrivers, and pliers as well as handtrucks, handlifts, pallet jacks, dollies, and electric jack lifts. They may also use automated stock selector equipment such as mechanized platform lifts, automated mini-stackers, and guided material movement vehicles. In some work situations, material handlers at this level operate warehouse tractors, fork lifts, tugs, and general purpose vehicles under close supervision or in developmental capacity.</p> |
| | <p>4 Master common to complex work tasks. At grade 5 materials handlers usually work independently in a wide range of warehousing activities, including receiving, storing, selecting, and shipping general or specialized bulk and bin materials and equipment. Using a broad general knowledge or warehouse plans and procedures, grade 5 materials handlers are able to independently load and unload materials check, assemble, and process documents, and route materials and equipment to correct locations or storage areas. They also locate, access, load and move material for shipment and verify or prepare documents either manually or by using automated equipment such as computer terminals and bar code wands to read, store, track, and prepare materials documentation.</p> <p>Grade 5 materials handlers prepare shipping and inventory documents with required data for manual or automated inventory systems. In some work situations, they load and unload shipments from trucks, rail cars, and other material conveyances using fork lifts, manual and mechanized pallet jacks, side loaders, stacker cranes, and automated guided vehicles in mechanized warehouses. When operating automated storage vehicles they may use remote terminals and keyboards to receive and transmit "pick and stow" data into a central computer. They may operate warehouse tractors, fork lifts, tugs and trucks, and other general purpose vehicles and perform routine operator maintenance. Materials handlers at the grade 5 level may work in hazardous materials storage areas requiring them to learn and follow specialized handling and storage procedures as required by regulatory and safety requirements.</p> |
| | <p>5 Master common to complex work tasks. At grade 6, materials handlers usually handle or oversee one or more product lines, a segment of a large warehouse, or serve as the senior employee in a smaller warehouse or supply facility. They may assist the supervisor in developing plans for storage and arrangement of stock in accordance with agency regulations which determine the configuration setup, movement, rearrangement and traffic flow. Grade 6 materials handlers in larger warehouse facilities typically have responsibility for a storage and space utilization in accordance with agency regulations for a specific commodity or equipment group such as general supplies, construction materials, medical supplies, high value items, or electronic systems, and usually work on their own initiative to consolidate materials, and provide maximum space utilization and protection of materials. In hazardous materials storage areas, they insure the safe receipt, storage and movement of hazardous and toxic materials and substances such as certain types of ammunition, explosives, chemicals, or radioactive materials in accordance with facility and regulatory requirements. In smaller warehouse facilities, grade 6 materials handlers may serve as the senior nonsupervisory worker of the facility, laying out storage space, establishing item locations, determining organization and arrangement of stock, and identifying high and low usage items according to agency regulations and procedures. Typically, this encompasses a full spectrum of warehouse functions. Grade 6 materials handlers may serve as a senior member of a warehouse project team of materials handlers involved in a special project such as warehouse conversion from manual to automated systems, relocating a major commodity or equipment group, or setting up a new commodity group area. In addition to the equipment operating functions performed at the grade 5 level, grade 6 materials handlers may operate large warehouse perimeter vehicles such as cargo trucks, stake trucks, and jumbo tugs. They may also functionally coordinate incoming and outgoing shipments and placement of materials with docking area and scheduling personnel to facilitate movement of materials in accordance with priorities, scheduling requirements, and space allocations.</p> |
| | 6 Maintain successful to above average performance ratings |

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