

WAGE GRADE CAREER PATH

WG 6910

Materials Expediting

This occupation covers nonsupervisory jobs involved in routing and expediting the movement of parts, end items, supplies, and material within production and repair facilities to meet priority needs. This work requires knowledge of material characteristics, uses, condition, industrial production shop procedures, shop layout, and internal supply sources.

WG02 - Step
WG05

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 |

WG05 -
WG08

Part 2

Trade/ 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 |
| 4 | Master common to complex work tasks. At grade 5, under the direction of a supervisor or higher-grade employee, a material expediter performs various routine control center operations requiring a limited knowledge of industrial shop facilities and routing procedures. <ul style="list-style-type: none"> - Receives incoming material either at the assigned work center or by picking material up at some other geographical location. Unloads material from trucks, pallets, pallet boxes, baskets or incoming bench. Opens crates, boxes, cartons, or bags as necessary and removes material for storage. Places material in bins or assigned storage space in production shop area. - Checks route tags or shop orders that are attached to items processed through the control point to assure that the item(s) received and the documents correspond in identity, quantity, and job number. Checks the documents to insure that routing is correct and that previous shops on the routing have been signed off, indicating completion of their work. Notifies the supervisor of discrepancies. - In a control-finished parts storeroom, checks routing documents for inspection release stamps and matches to proper parts and assemblies. Stores material in or on shelves, cabinets, racks, or drawers, either individually or in kits, or by end-item sequence number or area of installation, as called for by production shop cards or other instructions. Labels and identifies shelves, drawers, and bins for ease of location and identification of material stored. Enters information such as bin number or quantity on a Kardex or other form of accountability for cross-reference to material locations by part number or kit number for rapid location of materials. Detects damaged or uncompleted items, which are brought to the attention of the supervisor or higher graded employee for disposition. Assembles material into kits, packages, lots or units, according to shop requirements and issues to individual workers as required by job assignments. Orders material as requested by shop personnel. Hand delivers documents to expedite critical orders. Progresses orders and reports non-availability of material to supervisor for action. May deliver material directly to workers on line or work assignment dock. Delivers shop stock material such as 100 percent replacement items or repair parts, as requested by shop personnel or by job card requirements. - When work is completed by the shop and returned to the control point, insures that shop personnel have signed or stamped-off for the work which has been accomplished. Prepares material for movement to the next routing location by securely placing it on flats or carts or other material handling devices. Notifies transportation personnel to deliver material to next routing point or expedites material by hand-carrying to the next routing point as directed. |
| 5 | Master common to complex work tasks. At grade 7, materials expediter routes parts, assemblies, and other material into or out of industrial shop facilities. They expedite the movement of priority items and follow up on overdue material, keep production controllers and work area supervisor informed of material status. Using knowledge of parts, end item assemblies, and production processes, the materials expediter: <ul style="list-style-type: none"> - Receives materials, parts, components and assemblies undergoing test, repair, rework or manufacture; - Examines items received to verify part number, identity, and quantity with routing documents, checks for discrepancies such as untagged parts attached or unreported damage; - When routing documents are missing, or item identity is questionable, makes positive identification by referring to parts manuals, matching parts with like parts, or referring to finished parts lists or blueprints; - Insures that all previous processing has been completed by observing condition and appearance and checking routing documents for inspection sign off from each process; - If quantity of item is incorrect, attempts to locate missing items by backtracking routing, or initiating request for replacement parts; - Dispatches and subroutes material between control points and between control points and shops; - Writes subroute shop orders for additional processing by other shops when greater than normal wear or damage is observed; - Dispatches material through shops in accordance with established schedules and determines the schedules for subroutes according to the shops' required late and the predetermined flow time allowed. Assigns priorities as needed by serial number controlled production or other critical conditions; - Follows up on material within a shop or between shops, within a control point or between control points; expedites movement of critical items by searching for and locating items in shops and arranging with schedulers and shop supervisors to advance the processing; - Prepares material for dispatching by using correct materials handling methods and devices to insure that items are routed and dispatched to next shop or final destination without damage; - Prepares material requisitions for parts and materials required in support of production shop work requirements based on request of shop supervisors and from examination and evaluation of material coordination lists, service changes, and responsible shop and finished parts storeroom lists; - Follows up on non-available material by contacting other control points to determine estimated completion date or by contacting material control point or material planners on status of ordered materials, by searching process shops for material which can be expedited, locating stocks in other program areas which can be borrowed or equipment which can be cannibalized pending receipt of material; - Refers unresolved material shortages to supervisor, recommending requests for fabrication or proposal for local purchase or local manufacture; - In addition, may perform miscellaneous duties such as assemble parts into kits, make listings of items delayed in process or in backlog and their status, physically inventory units and assemblies, prepare reports, maintain records, and operate pallet jacks, forklifts, or light trucks to transport materials. |
| 6 | Maintain successful to above average performance ratings |

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