MATERIALS EXPEDITOR WG-6910-07

UTILITIES

I. POSITION AND ORGANIZATION INFORMATION

Position:

Materials Expediter, WG-6910-07

Purpose of position:

The purpose of the work is routing and expediting parts, end items, supplies and materials within production and repair facilities to meet priority needs.

Organization:

Utility Operations Branch

Organization goals:

II. MAJOR DUTIES

A. Duty (Critical):

Moves parts, assemblies and other materials into and out of industrial shops. Expedites movements of priority items. (40%)

Tasks:

1. Receives materials, parts, components and assemblies.

2. Examines items received to verify part numbers, identities, correct quantities, condition and destination.

3. Makes positive item identifications by reference to manuals and blueprints when routing documents are missing or item identity is questionable.

4. Observes items and checks routing documents to make sure previous production and processing steps were completed.

5. Attempts to locate missing items by backtracking routings or by initiating requests for replacement parts.

6. Dispatches materials through shops in accordance with established schedules.

7. Determines schedules for subroutes according to predetermined flow times.

8. Locates critical items in shops and arranges with schedulers and supervisors to advance processing and production time frames.

9. Determines materials handling methods and devices to use to move items to next destination without damage and in compliance with safety standards.

10. Prepares requisitions for items to support production work requirements.

11. Attempts to obtain needed items from other shops and supply points.

12. Asks material planners status of outstanding orders for materials.

13. Refers unresolved material shortages to supervisor, with recommendations for local purchases or on-site fabrications.

14. Assembles parts into kits.

15. Prepares reports of delayed and backlogged items.

16. Operates pallet jacks.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6, A7, A8

B. Duty (Critical):

Performs a broad range of standard receiving, storing and issuance assignments. (40%)

Tasks:

1. Receives incoming items, new to the facility. Counts and verifies items, and annotates basic information on receiving documents.

2. Alerts higher level employee or supervisor of discrepancies.

3. Selects proper locations and stores items.

4. Initiates ordering of tools and parts.

5. Conducts assigned portions of inventories.

6. Uses bar code wands, labeling equipment, laser scanning equipment, and/or computer terminals.

7. Maintains stock, repair, issuance and return records.

8. Follows up on items overdue for return.

9. Maintains catalogs.

10. Obtains information from catalogs for use in providing descriptions for orders.

11. Provides information to customers concerning normal replenishment time frames, issuance procedures and related matters.

12. Makes minor repairs and maintenance, and performs lubrication.

13. Complies with established safety, environmental, equipment use and security requirements.

Selected Staffing KSAs:

A1, A9, A10, A11, A12, A13, A14, A15, A16

C. Duty (Critical):

Assist the Utilities Operations Branch Supervisor in the scheduling and coordination of jobs issued to the shops. Prepares master schedule involving multiple work centers. (20%)

Tasks:

1. Insure advance job copies and job packages are provided to the shops.

2. Determine availability of information, equipment, material and personnel for scheduled work

3. Coordinate job schedule with the shop and customer

4. Provide feedbact throughout the job progress

5. Ensure correct quantity, specification and delivery of materials, supplies and equipment are available.

6. Balance workload and assign priorities

Selected Staffing KSAs:

III. KNOWLEDGES, SKILLS AND ABILITIES (KSAs)

A. Selected Staffing KSAs:

1. Ability to do the work of the position without more than normal supervision
2. Ability to provide production support services by expediting movements of tools, parts and equipment into and out of production areas in ways that facilitate and expedite production
3. Ability to plan and organize movements of tools, parts and equipment in orderly flows into and out of production areas
4. Ability to interpret production control documents
5. Ability to interpret tools and parts specifications
6. Ability to identify tools, parts and equipment
7. Ability to handle and move goods expeditiously and in accordance with safety standards and requirements
8. Knowledge of supply procedures
9. Ability to visually inspect tools and parts to determine damages and defects
10. Ability to instruct other employees in tools and parts tasks
11. Ability to provide quality customer support services
12. Knowledge of accepted tools and parts work practices
13. Knowledge of inventory, stock control, and record keeping practices
14. Ability to identify items in stock
15. Sufficient dexterity to accomplish assigned tasks
16. Ability to comply with accepted safety practices

B. Basic Training Competencies:

1. Ability to do the work of the position without more than normal

supervision
2. Ability to provide production support services by expediting movements of tools, parts and equipment into and out of production areas in ways that facilitate and expedite production
3. Ability to plan and organize movements of tools, parts and equipment in orderly flows into and out of production areas
4. Ability to interpret production control documents
5. Ability to interpret tools and parts specifications
6. Ability to identify tools, parts and equipment
7. Ability to handle and move goods expeditiously and in accordance with safety standards and requirements
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9. Ability to visually inspect tools and parts to determine damages and defects
10. Ability to instruct other employees in tools and parts tasks
11. Ability to provide quality customer support services
12. Knowledge of accepted tools and parts work practices
13. Knowledge of inventory, stock control, and record keeping practices
14. Ability to interpret instructions and specifications for tools and parts
15. Ability to identify items in stock
16. Sufficient dexterity to accomplish assigned tasks
17. Ability to comply with accepted safety practices

IV. CLASSIFICATION FACTORS

Factor 1. Knowledge

1. - Good knowledge of parts and equipment. Can identify most parts, tools and equipment encountered on several concurrent projects. Can identify major items visually.

2. - Knowledge of frequencies of use of different items, production processes and methods of different shops and of supply procedures in order to locate and expedite movements of critical parts to facilitate production. Ability to meet production schedules. Applies knowledge of production processes and supply procedures to locate parts at intermediate stages and arrange for priority movement.

3. - Ability to read and interpret all usual instructions and production control and supply documents, including requisitions, routing cards, and shop orders.

4. - Knowledge of tools and parts so as to be able to identify tools and parts from name brands and generic descriptions and by using catalogs and other trade publications.

5. - Knowledge of inventory, replenishment and new items receipt documentation so as to be able to perform inventories, initiate replenishments on a timely basis and record receipt of new items.

6. - Knowledge of inventory procedures so as to be able to exercise stock control.

7. - Knowledge of automated and/or mechanized systems sufficient to scan bar codes and/or to enter and extract automated information.

8. - Ability to perform minor repairs and servicing.

9. - Ability to provide quality customer services.

Factor 2. Responsibility

Employee normally carries out work of assigned operations with little or no continuing supervision. Supervisor reviews overall work for effectiveness in maintaining orderly flows of parts and materials, and energy and initiative displayed in expediting actions for priority needs. Recommendations of employee for material actions entailing additional expenditures of money or staffing resources or use of substitutes or higher level assemblies must be approved by supervisor and/or higher levels before implementation. Employee normally serves specified shop work areas. Used parts, materials and assemblies flow out of work areas; new and reconditioned items and materials funnel through the employee into the work area.

Factor 3. Physical Effort

Employee regularly handles weights of up to 40 pounds unassisted. Employee occasionally handles weights up to 60 pounds. Material handling devices and assistance of other workers are for handling especially heavy items. Heavy exertion is frequent. Frequent kneeling, crouching, stooping and walking are required.

Factor 4. Working Conditions

Employee is regularly exposed to possible injuries associated with handling equipment. Work is usually performed indoors in well lighted, well ventilated shop areas. Employee may be exposed to outdoor conditions for short time periods. Employee is regularly exposed to shop noises, dirt, fumes and vibrations.

V. CLASSIFICATION SUMMARY

In this position:

One or more duties in this position are based on series data from a different pay plan than the pay plan which is predominant for the position and have not been evaluated. If these duties constitute more than 25% of the position's time, you may want to consult with a classification specialist to determine if there is any impact on the appropriate pay

Duty A. 40% WG-6910-07 Materials Expediter
Moves Tools and Parts

Duty B. 40% WG-6904-05 Tools and Parts Attendant
Receives, Stores, and Issues Tools and Parts

Duty C. 20% GS-User defined duty. Not classified by system. The final grade may or may not be appropriate.- NOT GRADE CONTROLLING.
Production Controller

List of Modified Duties and Factors:

Duty C. has been added.

U.S. Office of Personnel Management (OPM) Published Classification Standard (PCS) for Materials Expediters, WG-6910, TS 25, June, 1978.

The classification criteria are based on the U.S. Office of Personnel Management (OPM) Job Grading Standard for Tools and Parts Attendant, WG-6904, dated April 1971, (TS-16).

Grade: WG-07