

# VACANCY ANNOUNCEMENT



MARINE CORPS BASE HAWAII  
 MCCS Personnel Office  
[www.mccshawaii.com](http://www.mccshawaii.com)  
 Box 63073 MCBH, Kaneohe Bay, HI 96863-3073  
 Fax 808-254-4888

<b>POSITION:</b>	<b>MATERIALS HANDLER</b>		
<b>SALARY:</b>	<b>\$12.74 PER HR</b>	<b>SERIES NUMBER:</b>	<b>NA-6907-04</b>
<b>ANNOUNCEMENT #:</b>	<b>0065-10</b>	<b>OPEN DATE:</b>	<b>03/05/2010</b>
<b>LOCATION:</b>	<b>MCCS LOGISTICS</b>	<b>FIRST CUT OFF DATE:</b>	<b>03/12/2010</b>
<b>AREA OF CONSIDERATION:</b>	<b>All Sources</b>	<b>HOURS: MON-FRI; 7:30AM-4:30PM</b> **Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> <b>Background Check Required and/ or Investigative Consumer Report</b>		<input type="checkbox"/> <b>Salary to be increased by COLA (Subject to change)</b>	
<input type="checkbox"/> <b>Minimum Age Requirement 18</b>		<input type="checkbox"/> <b>Minimum Age 21 Required</b>	
<input type="checkbox"/> <b>Pre-Employment Drug Test</b>		<input type="checkbox"/> <b>Health Card Required</b>	
		<input checked="" type="checkbox"/> <b>Valid Drivers License Required</b>	
		<input type="checkbox"/> <b>Resume/Cover Letter Required</b>	
		<input checked="" type="checkbox"/> <b>RFT</b> <input type="checkbox"/> <b>RPT</b> <input type="checkbox"/> <b>FLEX</b>	

**DUTIES:** Performs warehouse work involving receiving, storing, and shipping a variety of bin and bulk supplies, material, equipment and commodities. Work is usually repetitive and involves unloading, stacking, binning, rotating, and marking stock in accordance with standardized operating instructions. Prepares and packages materials for shipping or disposal. Requires the handling, separation and disposal of recyclable materials. Verifies incoming and outgoing shipping documents. May use automated material identification equipment such as bar code, wands, computer terminals, and laser scanners to select storage locations of items being shipped or received. Uses common hand tools such as hammers, screwdrivers, and pliers as well as hand trucks, hand lifts, pallet jacks, dollies, and electric lifts.

Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Takes action to solve problems quickly. Alerts the higher-level supervisor, or proper point of contact for help when problems arise. Adheres to safety regulations and standards. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor. Adheres to established standards of actively supporting the principles of the EEO program and prevention of sexual harassment.

Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:** Knowledge of the general warehouse layout, item identification codes, basic warehouse procedures, and storage areas in order to place, pull, move, arrange, and rotate items per established procedures. Ability to complete appropriate forms relating to stock descriptions, quantity, unit of issue, and labeling requirements for incoming and outgoing materials. Ability to use a computer terminal. Skill in the use of manual dollies, electric lifts, and hand tools. Ability to identify obvious damage to materials through visual inspections.

Works under guidance of a supervisor or higher graded worker who provides general instruction on repetitive assignments and specific guidance, including written instructions on new operations or procedures. Observes safety procedures for various equipment. Work is periodically spot-checked. Stands on hard surfaces for extended periods of time. Bends, stoops, and works in tiring and sometime uncomfortable positions. Lifts and carries objects up to 45 lbs independently and objects over 45 lbs with assistance.

Work is performed inside or outside in areas that may be hot, damp, cold, drafty and poorly lighted. Exposed to the possibility of cuts, scrapes, bruises, etc., and injury from falling stock. Must wear issued protective gear.

**FILING INSTRUCTIONS:** A completed MCCS employment application to the NAF Personnel Office. APPLICATIONS RECEIVED BY **03/12/2010** WILL BE GIVEN FIRST CONSIDERATION. Failure to address these requirements and/or failure to fully complete the employment application form will preclude consideration. Position to remain open until filled.

**WHAT TO FILE:** An application may be obtained at the NAF Personnel Office or by visiting our website at [www.mccshawaii.com](http://www.mccshawaii.com). **CURRENT**

**MCCS HAWAII EMPLOYEES:** Submit APPLICATION FORM NAF 0910 FORM P-455.

**WHERE TO FILE:** MCCS Human Resources Bldg. 219 MCBH. Fax to (808)-254-4888 or mail to NAF Personnel Office, Box 63073 MCBH, Kaneohe Bay, HI 96863-3073. Submit on line application through [www.mccshawaii.com](http://www.mccshawaii.com) website by selecting MCCS NAF Job Listings and then choose Apply Now option.

**SPOUSE PREFERENCE:** Spouses of relocating active duty military members applying through the Spouse Preference Program must submit a written request/statement (may be obtained from the MCCS Human Resources Office) and attach a copy of sponsor's Permanent Change of Station (PCS) orders.

**EVALUATION AND RANKING OF CANDIDATES:** All qualified applicants will receive consideration for employment regardless of race, religion, color, sex, national origin, political affiliation, marital status, membership or non-membership in an employee organization, age or handicap condition. Applicants who meet the qualifications will be evaluated.

**CONDITIONS OF EMPLOYMENT:** The U.S. Department of Homeland Security requires a mandatory national agency background check for all NAF employees, which is a condition of employment with MCCS Hawaii. In addition, direct deposit is also a mandatory requirement for employment.

**EQUAL EMPLOYMENT OPPORTUNITY:** MCCS does not discriminate against race, color, national origin, age, sex, religion, physical or mental disability or reprisal. MCCS provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of our application and hiring process, please notify the NAF Personnel Office representative. The decision on granting reasonable accommodation will be on a case-by-case.

**NO FEAR ACT:** MCCS does not retaliate against an employee or applicant for making a protected disclosure. For more information, please refer to <http://www.eeoc.gov> and <http://www.osc.gov> or contact the Personnel Office.

**DFWP:** This activity is a Drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.