

# 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>\$13.68 PER HR</b>	<b>SERIES NUMBER:</b>	<b>NA-6907-05</b>
<b>ANNOUNCEMENT #:</b>	<b>0066-10</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 checked="" type="checkbox"/> <b>Valid Drivers License Required</b>	<input checked="" type="checkbox"/> <b>RFT</b> <input type="checkbox"/> <b>RPT</b> <input type="checkbox"/> <b>FLEX</b>

**DUTIES:** Performs a wide range of warehousing activities, including receiving, storing, and shipping a variety of supplies, materials, equipment and resale merchandise. Receives, unloads and processes incoming shipments/trucks. Reports over, short, or damaged conditions. Completes and signs shipping and receiving reports. Routes material and equipment to correct locations or storage areas. Stacks, bins, rotates and marks/prices stock in accordance with standard warehouse procedures. Locates, accesses, loads, and moves material for shipment and verifies or prepares documents either manually or by using automated equipment such as computer terminals and bar code wands to read, store, track and prepare materials documentation. May operate warehouse tractors, fork lifts, tugs and trucks, and other general purpose vehicles, when needed, and perform routine operator maintenance. Issues specialty tools to trades personnel for use to accomplish specific task. Also maintains tool room inventory and prepares purchase request to replenish or replace inventory. Is the primary receiver of deliveries made to the Logistics warehouse locations. Duties require the pick-up of equipment and materials procured from off-base suppliers. Counts and verifies types and quantities of items during inventories. Recounts or searches other storage locations to assist in determining the basis for over, short, or misplaced items. 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 required.

**QUALIFICATION REQUIREMENTS:** Knowledge of overall warehousing plan and accepted warehousing methods, procedures, and techniques of material handling. Ability to operate mechanized equipment including utility vehicles, forklifts, mobile stock selectors, and automated equipment such as, optical readers, scanners and computer keyboards. Ability to process and independently complete shipping and receiving documents to insure correctness of quantities, identification criteria, and labeling. Skill in stacking, moving, and arranging items on pallets using pallet measuring gauges and automated devices to insure proper height, weight, and other load and storage requirements are met. Driver's license is required. Receives general instructions from supervisor or higher graded worker. Assignments are completed within the general warehousing plan and without instructions on the methods, procedures, or techniques to use. Observes all required safety procedures. Work is reviewed for compliance with general guidelines and results achieved.

Works on hard surfaces and in work areas that require standing, stooping, bending and working in tiring and 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, or poorly lighted. Exposed to possibility of cuts, scrapes, bruises, abrasions, falls, and injury from falling stock. Work may require protective clothing.

**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.