



**NAF Vacancy Announcement**  
**NAF Human Resources Branch**  
**MARINE CORPS BASE QUANTICO**  
 2034 Barnett Ave, Little Hall, Quantico, VA 22134  
 COM: (703) 784-3454 DSN: 278-3454 FAX: (703)784-3460  
 E-MAIL: [Quantico.vacancies@usmc-mccs.org](mailto:Quantico.vacancies@usmc-mccs.org)  
 WEB SITE: [www.quantico.usmc-mccs.org](http://www.quantico.usmc-mccs.org)

<b>POSITION:</b>	<b>Materials Handler II, NA-5 ***2 POSITIONS***</b>		
ANNOUNCEMENT #:	125-09RET	OPEN:	November 6, 2009
LOCATION:	RETAIL : WAREHOUSE	CLOSE:	November 19, 2009
WHO MAY APPLY:	ALL SOURCES	SALARY:	\$11.29/hr
TYPE OF APPOINTMENT:	FULL-TIME, NON-EXEMPT	HOURS:	<b>Mon-Fri 0700-1530hrs</b> ** May Require some evenings and/or weekends.**
<input checked="" type="checkbox"/> Background Check Required	<input type="checkbox"/> Health Card Required	<input type="checkbox"/> Valid Virginia Drivers License Required	

**Summary of 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 and perform routine operator maintenance. Counts 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. Acknowledges customers, smiles and makes eye contact. Asks questions to determine, verify and solve problems. Checks for satisfaction on the quality of goods and services. 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. Uses required safety equipment, and observes safe work procedures. 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.

**Skills and Knowledge:** 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.

**Responsibility:** Receives general instructions from supervisor. 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.

**Physical Effort:** 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.

**Working Conditions:** 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.

### **GENERAL INFORMATION:**

Applicants are assured of equal consideration regardless of race, age, color, religion, national origin, gender, political affiliation, physical handicap, marital status, membership or non-membership in an employee organization. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify MCCA HR at 703-784-3454. The decision on granting reasonable accommodation will be on a case-by-case basis. It is Department of Navy (DON) policy to provide a workplace free of discrimination and retaliation. The DON No Fear Act policy link is provided for your review. <https://www.donhr.navy.mil/NoFearAct.asp> As part of the employment process, the Marine Corps Community Services (MCCA) may obtain a Criminal Record Check and/or an investigative Consumer Report. For all positions requiring access to firearms or ammunition, the Federal Government is prohibited from employing individuals in these positions who have ever been convicted of a misdemeanor crime of domestic violence, or a felony crime of domestic violence adjudged on or after 27 November 2002. Selectees for such positions must submit a completed DD Form 2760, Qualification to Possess Firearms or Ammunition, before a final job offer can be made.

Direct Deposit of total **NET** pay is mandatory as a condition of employment for all appointments to positions within MCCA.

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.

### **FILING INSTRUCTIONS:**

All candidates must submit a complete application or resume to MCCA Division, NAF Human Resources, PO Box 1397, Quantico, VA 22134-1397. Fax: 703-784-3460. E-mail: [Quantico.vacancies@usmc-mcca.org](mailto:Quantico.vacancies@usmc-mcca.org)

*INDIVIDUALS SELECTED FROM THIS ANNOUNCEMENT **MAY BE** CHANGED TO PART-TIME OR FULL-TIME AT MANAGEMENT'S DISCRETION WITHOUT FURTHER COMPETITION.*