



USPFO is currently hiring to fill positions on a temporary basis (around 120 days). However, the persons selected for these temp positions will have the opportunity to apply for the very same position when it is announced as permanent, giving them an advantage because they will have already performed in the position up to that point.

Position Title and Location: Materials Handler Supervisor, Camp Roberts

Compensation:

-WS 6 (benefits are not available for the temporary fill, but they will be provided for the applicant selected into the permanent position).

Job Requirements and Responsibilities:

The purpose of this position is to supervise workers, either directly or through one or more subordinate leaders and/or supervisors, in accomplishing the operations of a distinct organizational unit and to perform associated nonsupervisory work. The occupation and nonsupervisory grade level which best reflects the nature of the overall work operations supervised is Materials Handler, WG-6907-06.

- (1) Planning: Plans weekly or monthly work schedules and sequence of operations. Establishes deadlines and priorities based on established general schedules, methods and policies. Determines skills, materials and equipment required to do the work. Participates in the initial planning of current and future work schedules and development of budget requests. Provides workload data, estimates, information on staffing needs, and recommendations as the scheduling of projected work.
- (2) Work Direction: Assigns tasks to be performed. Explains work requirements, methods, and procedures. Instructs subordinates on new procedures or methods and provides assistance on difficult or new problem areas. Reviews work in progress or on completion. Makes adjustments as necessary to effectively and economically accomplish the work. Notes and investigates work related problems and independently implements corrective actions which can be taken without affecting work operations controlled by other supervisors. Assures that equipment and materiel is available when needed. Coordinates work with other units.
- (3) Administration: Recommends and participates in the selection of personnel to fill vacancies. Schedules and approves leave of subordinates. Sets performance requirements and makes formal and informal performance appraisals. Determines training needs of subordinates and arranges for its accomplishment. Counsels employees on problems. Adjusts informal complaints through discussions with employees and union representatives. Takes informal corrective action on conduct or performance problems. Initiates proposals for disciplinary action where needed. Works to achieve the objectives of Government-wide programs and policies, e.g., equal employment opportunity and labor management relations. Promotes the participation of subordinates in programs such as the suggestion program, cost reduction program, etc. Ensures that regulations governing safety and housekeeping are observed with appropriate protective clothing and equipment being utilized. Maintains production reports and records. Periodically reviews position descriptions of subordinates for currency and accuracy. Initiates the detailing of subordinates to positions other than their own. Initiates or participates in review and improvement of work methods, organizational features, and the structuring of positions to eliminate unnecessary positions and achieve optimum content in those remaining.
- (4) Performs the nonsupervisory work of the function as needed.
- (5) Implements regulatory safety requirements and ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions.
- (6) Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. May be required to perform such additional duties as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operation, maintenance of facilities and equipment, or to serve as a team member on boards to cope with natural disasters or civil emergencies.
- (7) Responsibility: Supervisor provides general instructions, standard procedures, overall priorities and policies and relies upon the incumbent to control work operations and accomplish an adequate quantity and quality of work. Work is reviewed for efficient and economical accomplishment within priorities and controls received.



(8) Physical Effort: Often required to stand on hard surfaces for extended periods of time, and to bend, stoop, and work in tiring and sometimes uncomfortable positions. May lift and carry items that weigh up to 40 pounds. Heavier items are moved with weight handling equipment or assistance from other workers.

(9) Working Conditions: Work is done inside or outside in areas that may be hot, damp, cold, drafty, or poorly lighted. Regularly exposed to the possibility of cuts, scrapes, bruises, abrasions, falls, and injury from falling stock or mechanized conveyor systems. May be exposed to dust, dirt, grease, and solvents and to high noise levels in mechanized work areas. Work may require wearing protective clothing such as hardhats, steel toed shoes, rubber gloves, masks, and rubber aprons.

(7) Performs other duties as assigned.

NOTE: Resumes for this position must be VERY DETAILED in a narrative format, and must explicitly state the applicants experience to include years, months and days that they performed the duties that make them qualified to hold this position.

If you would like to apply to this position, send your resume immediately to ngcajobs@ng.army.mil and state you are applying for this position, or you can call The Work for Warriors staff @ 916-854-4426.