Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

DUTIES Serves as a Warehouse Worker in the Warehouse Section of the Materials Management Division at Ronald Reagan Washington National Airport (DCA), Metropolitan Washington Airports Authority (Airports Authority). Receives, inspects, stores, issues, delivers or arranges for delivery of warehouse items for the DCA campus; conducts physical inventories; processes excess materials, and performs related functions.

Receives warehouse items. May be required to drive from warehouse to meet delivery trucks at remote entry point and escort delivery trucks to warehouse. Unloads delivery trucks and inspects, verifies and compares items received against vendor packing slips and purchase orders. Notifies Warehouse Supervisor (Supervisor) concerning discrepancies between items ordered and items received. Escorts delivery vehicle back to remote exit point upon completion of receipt of the delivery, as necessary.

Enters information about items received into the Airports Authority's Oracle E-Business Suite (EBS) automated inventory system so that materials are promptly, accurately and efficiently processed. Unpacks and sorts items.

Stores warehouse items in assigned locations so that storage and stock areas of the warehouse are utilized efficiently. Assigns location to new items, reconfigures space, and reorganizes warehouse to adjust to inventory-level changes. Uses different methods of storage (such as palletize or stack) and rotates items already in stock with new items, as appropriate.

Ensures location labels are in correct location and readable. Checks the locations, stock numbers and amounts of items in storage against inventory count documents; notes discrepancies in locations and/or materials in wrong location and corrects before forwarding inventory count documents to Supervisor. Removes empty containers and trash as necessary.

Ensures proper storage of Hazardous Materials (HAZMAT) in accordance with Federal and Virginia regulations (Occupational Safety and Health Administration [OSHA], Virginia Occupational Safety and Health [VOSH], and Department of Transportation [DOT]). Uses safety equipment and proper procedures in the handling and storing of HAZMAT materials.

Receives and bar codes property items as identified by the Property Control Officer. Records property data manually or with bar code scanner; uploads data into Oracle EBS; prints receiving report; records balances on inventory documents; and forwards report to the Property Control Office.

May stock inventory of specialized parts including plumbing, electrical, and vehicle materials and parts, to assist requisitioners in identifying stocked assets by stock number and to verify items received.

Issues warehouse items to customers (requisitioners). Reviews requests for stock numbers and descriptions and ensures quantity is on hand; generates delivery slips by entering material

request information into the Oracle EBS automated inventory system; locates items for issue in the warehouse and assists in ordering items not maintained in general stock; helps customers load items into vehicles; and obtains authorized signatures for receipt. Answers questions on the status of orders and backlogged items. Expedites delivery to eliminate or minimize work stoppage.

Plans and schedules delivery of items to customers (requisitioners) such as large items or materials and parts needed for emergency repairs. May request outside assistance through Work Order for oversized items. Estimates delivery time taking into account possible unforeseen obstacles.

Monitors inventory levels of stock and store items to ensure stock is present when necessary. Prepares material requisitions to restock items. Recommends removal of excess inventory or items no longer used from warehouse. Identifies and prepares solutions for ongoing and future DCA stock and store requirements such as anticipated storage and space requirements for mobile lounge parts and supplies.

Resolves minor over/under receipts with vendors and refers major over/under receipts to purchasing agents. Prepares shipments to vendors for return or maintenance by packing, weighing, preparing, and enclosing instructions for receiver, picks up orders within a 100-mile radius. Escorts vendors to other areas of the Air Operations Area (AOA), when necessary.

Provides "Attic Storage" assistance to maintenance shops and/or other Airports Authority storage facilities for proper storage, protection, and control of Airports Authority inventory; assists with annual inventory.

Maintains warehouse documentation files to distribute documents such as delivery tickets, receiving reports, and invoices to appropriate offices for signature and to accounting office for payment.

Maintains cleanliness of warehouse and satellite buildings to ensure a safe condition. Removes empty containers, pallets, unused labels, trash, and other non-stock items from storage locations; removes unsafe items, material and/or hazardous items; cleans and dusts storage locations; realigns storage containers into correct locations; sweeps warehouse when dirty or dusty; re labels locations to correct illegible labels and/or to establish locations.

May assist in the orientation of new employees and student workers.

May use an Airports Authority-issued Procurement Card (P-Card) for small purchases for non-stock materials (such as food and beverages for snow teams and replacement items such as coffee urns), equipment and services valued up to $1000. Reconciles P-Card activity and enters proper accounting codes for the transactions using an automated accounting system.

As directed by the Supervisor, serves as a shipping and receiving center for Airports Authority contractors and sub-contractors. Accepts materials and equipment, unloads delivery trucks, inspects, verifies, and compares items received against packing slips, and notifies contractor

and Airports Authority contract representative.

Uses tools (such as crow bars, box cutters, hand saws, wrenches, power drills, hammers, hand trucks, tape measures, pallet jacks, and barrel carriers) to open, unpack, move, assemble, disassemble and measure inventory items and shipping containers.

Drives pick-up truck and 2-1/2 ton straight truck to deliver or pick up warehouse items landside and airside as well as off the Airport. Operates a forklift to lift and store or transport heavy items.

Communicates and interacts effectively with internal and external business contacts including, but not limited, to other members of the unit/team, other Airports Authority employees (such as managers, supervisors, professionals, trades, and support staff), vendors/suppliers, and the general public.

Uses a computer and (a) modern office suite software (such as MS Office) to communication (email), plan, schedule, word process (light word processing only), manipulate data (spreadsheets and databases), and perform research (Internet use, as in searching for parts or suppliers); (b) enterprise software for time and attendance and other functions; and (c) specialized software such as the Computerized Maintenance Management System (CMMS) and the supply and procurement modules of Oracle E-Business Suite (EBS) automated inventory system to document the receipt, storage, and issuance of items. This is includes skill in using radio and telecommunication devices to exchange work information.

Performs other duties as assigned.

Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.

MINIMUM QUALIFICATIONS (MQs)

To be rated qualified for this job, an applicant must meet all of the MQs listed below at the time of vacancy announcement closure.

1. A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience, and training.

2. Two years of progressively responsible experience (post high school) in the receipt, storage or issue of materials from a centralized stockroom or warehouse.

3. Ability to obtain a forklift operator's certificate within 90 days of hire or placement into the job.

PREFERRED QUALIFICATIONS (PQs)

The qualifications listed below (if any) are preferred and may be considered in the selection

process, but they are not required to be rated qualified for this job.

1. Experience in the storage and transport of hazardous materials (HAZMAT) in accordance with Occupational Safety and Health Administration (OSHA), Virginia Occupational Safety and Health (VOSH), and Department of Transportation (DOT) policies and procedures.

2. Possession of a valid forklift operator's certificate.

3. Experience working safely in a trade in a warehouse, machinery room, shop or equivalent work environment such as, but not limited to, working in a trade requiring prolonged concentration and attention to detail amid moving machinery, partially blocked or obscured vision, hazardous chemicals and waste, trip or fall hazards, or other types of trades or labor operations that require continuous situational awareness and alertness to continually changing circumstances and events.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER FACTORS (KSAOs)

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Local, Federal, airport industry, or Airports Authority-specific bodies of knowledge listed below may be acquired on the job, typically; ability to rapidly acquire them is required at the time of vacancy announcement closure*.

1. Knowledge of warehouse procedures including the receipt, inspection, storage, issuance, and delivery of warehouse assets, altogether to properly utilize limited warehouse space, determine proper methods of storage, assign location to new items, conduct and maintain physical inventories, and process materials and equipment.

2. Knowledge of Occupational Safety and Health Administration (OSHA), Virginia Occupational Safety and Health (VOSH), and associated Airports Authority requirements and procedures to identify and ensure the use of proper handling, storage and shipment methods for HAZMAT items.

3. Knowledge of, and ability to apply, Federal, state and Airports Authority safety rules, regulations and procedures to work safely.

4. Skill in problem solving to select, organize, and logically process relevant information (verbal, numerical, or abstract) to solve a problem. This includes the ability to recognize subtle aspects of problems, to identify relevant information, and to make balanced recommendations and decisions. Examples include using reports, inventory documents, and databases to resolve inventory discrepancies, and in determining storage space requirements and methods of storage.

5. Skill in using a computer and (a) modern office suite software (such as MS Office) to

communicate (email), plan, schedule, word process (light word processing only), manipulate data (spreadsheets and databases) and perform research (Internet use, as in searching for parts or suppliers); (b) enterprise software for time and attendance and other functions; and (c) specialized software such as the CMMS and the supply and procurement modules of Oracle E-Business Suite (EBS) automated inventory system sufficient to document the receipt, storage, and issuance of items. This is includes skill in using radio and telecommunication devices to exchange work information.

6. Skill in operating a forklift, pallet jacks, hydraulic lifts, and other materials handling equipment to correctly and safely stack lift and store items.

7. Skill in written communication to understand written information (including instructions, descriptions, and ideas) and in written communication to express such information in writing so that others will understand. Examples include reading technical-operational materials (such work orders and Safety Data Sheets) and administrative-programmatic materials (such as Airports Authority supply procedures), and writing briefly about similar types of matters, such as closing out work orders and completing EBS and CMMS entries.

8. Skill in oral communication to understand verbal information (including instructions, descriptions, and ideas) and to express such information verbally so that others will understand. Examples include exchanging information about warehousing, discussing discrepancies, and answering questions on the status of orders and similar functions.

9. Interpersonal skills to interact with business contacts in a businesslike, customer-service oriented manner.

RESPONSIBILITY Is responsible for completing day-to-day activities of the warehouse including receiving and issuing stock, conducting and reporting on physical inventories, bar coding property items, and processing of excess inventory. Ensures that safety procedures are performed at all times.

Reports to Warehouse Worker Supervisor (Supervisor). Independently performs regular or recurring duties as a result of normal operations; receives additional oral instructions concerning special assignments from the Supervisor. Supervisor monitors work in progress and/or upon completion for quality, quantity, timeliness, customer service, adherence to safety requirements, performance goals and measures, and other factors.

EFFORT Work is active and requires moderate to heavy physical exertion. Is frequently confronted with hard-to-reach and awkward work situations that typically require standing, walking, stooping, kneeling, reaching or other positioning of self to access or stock warehouse items. Lifts, pushes, pulls or otherwise moves into position items weighing up to 50 pounds (such as warehouse stock including 50-gallon paint drums, pallets of stock, etc.) with assistance and/or mechanical means. Regularly uses a computer to input/record inventory updates into the automated inventory system and locate items in the warehouse. Reads

documents containing small print such as purchase orders and inventory reports. Distinguishes colors of objects to verify assets received. Detects chemical leaks by odor. Communicates by radio and telephone. Is attentive to noise of vehicle in reverse. In driving, operates vehicle using judgment in consideration of weather, traffic and other factors.

WORKING CONDITIONS Works inside and outside in all kinds of weather including rain, snow, ice, and fog. Is regularly subject to dust, dirt, unpleasant odors and hazardous substances and fumes, possible falling objects from warehouse shelves, explosive characteristics of batteries and gas cylinder, and hazards from driving in traffic and operating a forklift. Follows safety precautions and uses personal protective equipment (such as safety shoes, gloves, goggles, dust mask, hard hat, and ear protection) and other safety equipment as required.

OTHER SIGNIFICANT FACTORS Subject to hold-over or recall on a 24-hour basis for essential services and emergencies such as snow removal.