



STATE OF ALASKA
COMPETENCY SPECIFICATION

Occupational Group: LABOR, TRADES AND CRAFTS

CAREER AREA: **Stock and Parts Services** 9911
9911-57
9911-55
9911-54
9911-53

Definition: Purchases, receives, accounts for, repairs, stores, distributes and disposes of commodities, equipment, automotive parts, materials; acquires services necessary to support agency line functions.

Levels:

Competencies are the required knowledge, skills, abilities and work behavior demonstrated and required for the on-going essential functions of the job. Possession of competencies alone **will not** automatically advance an incumbent; rather, the incumbent must demonstrate and use the competency in the on-going performance of *assigned* duties.

SUB-JOURNEY: Worker provides assistance to others by performing the more routine, non-specialized and repetitive tasks that do not require the more specialized skills. Basic tasks are performed independently and those of progressive difficulty are performed under direct supervision until proficiency is demonstrated.. The designation of Sub-journey does not infer that the work must be always in the company of another and/or higher level employee.

9911-57 Assists the journey level supply person by locating sources and preparing and placing routine orders through established supply systems with limited purchasing authority. May include physical labor in the receiving, storing, inventorying and distributing of commodities, etc., as needed.

JOURNEY: Worker is fully proficient. Work is performed independently, using standard methods and techniques, and consists of assignments that are typical of the occupational field. Journey workers can use a variety of interrelated skills to independently complete work that conforms to industry standards. The work may require proof of competence, training or certification.

9911-55 **I** This level exercises a high degree of independence in all aspects of the procurement of commodities, parts and services. May guide the work of lower level positions without supervisory authority, and assistance from higher level positions is readily available.

9911-54 **II** This level works independently at a local, regional or statewide warehouse without subordinate staff, and assistance from high level positions is not readily available.

Lead: Worker performs the work and leads a group of other workers as defined by the collective bargaining unit contract, by directing and reviewing tasks. Lead worker

assigns work; sets schedules and priorities; determines methods; provides training and instruction; evaluates and approves completed tasks.

9911-53 This level plans, coordinates the daily operation of a regional or statewide warehouse or equivalent facility. This level establishes in-house policy and procedures. Decisions may affect time-critical, security, and safety issues in other units.

Essential Core Competencies: Applicable to the designated Level definition followed by those “Common or typical” to the career area and required for all levels as appropriate to the specific position. *These are included in the position description and performance evaluation review process.*

Stock and Parts core

Knowledge of:

- hazardous material transportation and/or removal methods
- hazardous material handling and storage techniques and procedures

Ability to

- communicate clearly and concisely, both orally and in writing
- read and correctly interpret written material
- create and maintain accurate records
- learn and apply the fundamentals of inventory control
- operate personal computer and other standard office equipment
- organize materials
- perform physically demanding work
- perform basic mathematical functions

Work Behavior

- alert, courteous, professional behavior when assisting others
 - alertness to work area hazards and strives to limit danger to others
- self sufficiency to work alone when required

Essential Technical Competencies:

SUB-JOURNEY level workers will be required to meet the following
TO:

- have the aptitude to develop, practice and use needed skills and work behaviors
- apply verbal and written instructions to individual and grouped tasks
- perform routine tasks with consistent results
- recognize situations requiring additional supervision or instruction in order to request assistance
- apply acquired skills, knowledge and abilities to new tasks
- learn proper usage and care of tools and equipment of the trade or craft

STOCK AND PARTS Sub-journey 9911-57
in addition

Knowledge of

- basic warehouse practices
- basic warehouse/storeroom safety procedures
- regulations affecting shipment of hazardous materials by international air (required at some duty stations)
- warehouse inventory and property accounting practices
- requisitions and other supply documents

Ability to

- organize commodities on hand for efficient access
- safely and efficiently operate a forklift in limited work space
- operate a snow blower and/or truck mounted snow plow
- alert supervisor to potential problems noted during work activities
- select the most suitable shipping mode
- correctly interpret parts breakdowns, special services agreements (e.g., for hazardous waste disposal) and other supply documents
- learn and apply purchasing regulations, statutes and contract award procedures
- ensure security of valuables, and dangerous or sensitive items

EXAMPLES OF DUTIES:

Picks up and delivers supplies, parts and equipment. Receives, stores and maintains supplies in safe, proper and cost effective manner.

Packs and prepares items for shipping as directed using routine methods and procedures. Assembles kits consisting of predetermined items.

Checks invoices, vouchers, and requisitions to verify documentation of items shipped, received, returned and stored.

Maintains records, accounts and re-order files. Contacts vendors, contractors or merchants for open purchase of routine or low-cost items.

Makes minor repairs or modifications to supplies in cost effective, safe manner.

Conducts physical inventories.

JOURNEY level workers will be required to meet the following

TO:

- have the required skills to handle difficult problems encountered
- have comprehensive knowledge of the subject or occupational area
- use judgment in determining actions
- exercise independence in determining actions
- plan and lay out work (i.e. determine how to do one's own work)

- make appropriate choice among alternatives
- complete work with only limited instruction and/or little or no advice
- proceed with work without having results or products generally reviewed in progress

STOCK AND PARTS Journey I 9911-55

in addition

Knowledge of

- purchasing regulations, statutes and contract award procedures
- OSHA, EPA, DEC, and State Fire Marshal regulations
- seasonal needs of duty station customers
- product characteristics and commodities core to the agency function
- warehouse space management
- logistical support involving interagency coordination
- cost analysis methods
- forecasting techniques

Ability to

- anticipate commodity needs based on capital projects schedule
- avoid overstocking out-of-date parts or commodities
- identify and update sensitive information
- read technical material in order to locate and research materials in a timely manner
- write, use and determine specifications to acquire needed services and equipment
- exercise purchasing authority within delegated limits
- maintain accountable paper trail

Demonstrates

- initiative in distributing and/or organizing commodities and equipment
- understanding of factors that impact supply needs
- skill in locating and obtaining hard-to-find, essential items
- resourcefulness in recognizing potential resources
- low rate of product return

STOCK AND PARTS Journey II 9911-54

in addition

Those cited above to a greater degree, and considerable knowledge of

- logistics and agency commodities and requirements

Ability to

- apply creative solutions to immediate problems
- anticipate and prepare for emergencies
- represent the agency and act as liaison

EXAMPLES OF DUTIES:

Uses non-routine procurement within department policy authorizations; prepares bids

and requisitions.

Forecasts supply needs beyond seasonal trends; projects routine and emergency supply requirements.

Identifies alternative sources or possible substitutions; obtains supplies within critical time requirements.

LEAD worker will be required

TO:

- assign, monitor, train and evaluate daily tasks
- make decisions and set and balance priorities
- coordinate tasks of others and work efficiently
- ensure adherence to work schedules, quality standards, safety and security rules
- give clear instructions
- recommend appropriate solutions to difficult situations
- motivate others

STOCK AND PARTS Lead 9911-53
in addition

Knowledge of

- warehouse operations
- budgeting practices and agency priorities
- advances in the field to maximize effectiveness of the operation

Ability to

- prioritize activities and effectively manage staff and agency resources
- read and correctly interpret budget allocations
- monitor allocated funds spent for commodities and services
- negotiate effective resolutions to problems
- anticipate consequences of seasonal or organizational changes and project agency supply, equipment and services requirements
- develop, implement and maintain stock item and inventory control systems, warehouse procedures and policies
- ensure staff responds appropriately to hazardous waste recovery efforts

EXAMPLES OF DUTIES:

Develops policies and procedures for acquisition, receipt, storage, disbursement return and/or refurbishment of supplies. Ensures compliance with regulations.

Determines type, quality and quantity of supplies in consultation with managers and users.

Notifies managers of potential shortfalls or problems.

Technical Requirements may include:

- Alaska Driver License
- Commercial Driver License (CDL)
 - Class "B" with hazardous materials endorsement
 - Class "C" with hazardous materials endorsement
- Hazardous Material Training
- Background check for Class A or B security clearance
- Current first aid card
- Interagency Qualification System red card
- Incident Command System (ICS) red card
- Knowledge of CFR 49
- Knowledge of International Airline Transportation Association (IATA) hazardous materials shipping regulations

Environmental or Hazardous Working Conditions:

Exposure to

- chemicals - toxic and/or corrosive
- city and highway traffic
- dust and noxious fumes
- lifting objects of 50 lb. on a routine basis
- falling objects in working area
- heavy equipment operated in confined areas
- inclement weather conditions
- noise (both loud and/or high frequency)
- trip and slip hazards
- working with or near mentally impaired or potentially violent residents or inmates
- clothing that may be contaminated with infectious disease

Equipment:

OFFICE EQUIPMENT

- calculator
- computers
- fax
- microfiche reader
- photocopier
- typewriter

HAND AND POWER TOOLS

VEHICLES

- light
- medium
- heavy duty

WAREHOUSE

- banding equipment
- drum dollies
- forklift
- front-end loader
- hand truck
- measuring devices (e.g. calipers, micrometers)
- overhead cranes
- pallet stacker / pallet jack

OTHER

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Orig: LTC Study 07/01/99 (JKE)

Previous history: Class codes P9528-58; P9543-53; P9545-55;
P9554-54; P9546-56; P9577-57