

## Public Employees Local 71 (LTC)

### REQUEST FOR REFERRAL

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| DEPARTMENT/DIVISION: DMVA (09) / AMYA                        | PCN: 09-0305   |
| JOB CLASS/TITLE: <b>Stock and Parts Services II (Supply)</b> | WHEN POSITION IS NEEDED: <b>asap</b>   |
| WAGE GRADE: 55   | PAY WAGE: \$20.98 + DOE (steps)  |
| CITY LOCATION: JBER/Camp Carroll                             |  |
| CONTACT: Tracy Smith   | PHONE NUMBER: 907-276-7211 Ext 3<br>FAX NUMBER: 907-279-7171<br>EMAIL ADDRESS: tracy@local71.com |

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| PRE-EMPLOYMENT BACKGROUND<br><input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO | COMMENTS: DMVA is housed on the Joint Base Elmendorf-Richardson military base. Incumbent must be able to pass security check to access this federal military installation. Adherence to special security guidelines, protocol, etc. for Joint Base Elmendorf-Richardson needs to be followed. |
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#### JOB DESCRIPTION:

This position is responsible for exercising a wide latitude of independence in all aspects of the procurement, receipt, storage, and distribution of supplies, equipment, and materials. The individual is a fully proficient stock and supply generalist who procures, receives, accounts for, stores, expedites, distributes, and disposes of a wide variety of equipment and supplies in support of the students and staff of the AMYA.

Applies a working knowledge of inventory and warehouse processes and operations to procure, receive, inventory, store, and distribute a variety of supplies, equipment, and material to Alaska Military Youth Academy (AMYA) students and staff. Assists the other Supply Technician II with the conducting of annual warehouse inventories, determining and establishing reorder points, minimum and maximum stock levels, adding or ordering new items into inventory, and deleting obsolete stock.

Receives incoming orders. Loads and unloads shipments. Reviews packing slips verifying documentation of items shipped, received, returned and stored. This entails opening boxes, matching shipped quantities to ordered quantities, researching and correcting any discrepancies in the order. Processes receiver documents (RC) and reconciles orders against ordering documentation. Follows up on orders to expedite delivery or resolve back order issues. Delivers items on/off campus, and/or restocks the warehouse.

#### SPECIAL REQUIREMENTS

Current (Valid) State of Alaska Class D driver's license. Incumbents must hold a Procurement Certification level I at the time of application. Individual receives warehouse purchase requests, reviews for completeness and conformity with State and Federal procurement laws and statutes and department guidelines. Contacts and works with originator for clarification of requests as necessary. Prepares and issues requests for pricing/quote, receives quotes, and makes award for small procurements.

#### THIS POSITION REQUIRES THE INCUMBENT TO OPERATE

Daily use of hand carts; laundry carts; automotive vehicles (3/4-ton delivery van and 2 1/2 box truck); hydraulic lift gate on 2 1/2-ton box truck; manual pallet jacks; manual and electric pallet lifters; knife/box opener; and general office equipment (telephone and multi-function copy/fax/scan machine).

As-needed use of power tools (electric drills and saws), hand tools (hammers, screwdrivers, hand saws, files, chisels, riveting tools), or other tools required to make equipment repairs.

#### TYPE OF POSITION

|                                     |                             |                          |                              |
|-------------------------------------|-----------------------------|--------------------------|------------------------------|
| <input checked="" type="checkbox"/> | Permanent Full-Time         | <input type="checkbox"/> | Permanent Full-Time Seasonal |
| <input type="checkbox"/>            | Permanent Part-Time         | <input type="checkbox"/> | Permanent Part-Time Seasonal |
| <input type="checkbox"/>            | Non-Perm Full-Time          | <input type="checkbox"/> | Non-Perm Part-Time           |
| <input type="checkbox"/>            | Non-Perm Part-time Sporadic | <input type="checkbox"/> | Seasonal                     |

## Supplemental Questions for PCN 090305

### Stock & Parts Services II

As part of the application process, please respond to the following questions and attach to your application.

1. This position requires knowledge of managing the warehouse and maintaining inventory. Explain in detail the process you use to maintain the warehouse and inventory.
2. This position requires that you know order points for ordering supplies. Explain what process you use to determine when an item must be ordered.
3. You are required to maintain an inventory record of all items issued to staff and cadets. Explain the procedure would you use to show that you issued an inventory item to an individual?
4. One of the duties of this position is knowing when to place and receiving orders for all uniforms, hygiene items, janitorial and academic supplies used by the Academy. What steps would you take to ensure the necessary items are on hand prior to the start of any class?
5. This position ensures the accountability of personal items for cadets who have left the program prior to graduation such as clothing, personal effects such as I.D. cards, cell phones, etc. What steps would you take to ensure the items were returned to the cadets?