

POSITION DESCRIPTION

1. Agency PDCN

70166000

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Replaces R9593000, Materials Examiner & Identifier, WG-6912-07	3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	4. Empl Office Location	5. Duty Station	6. OPM Cert #
	7. Fair Labor Standards Act Not Applicable	8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)	11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens	13. Competitive Level 14. Agency Use ENL

15. Classified/Graded by
 a. US Office of Pers Mgt b. Dept, Agency or Establishment c. Second Level Review d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Materials Examiner & Identifier	WG	6912	07	RMP	29-Jun-98

16. Organizational Title (If different from official title)	17. Name of Employee (optional)
18. Dept/Agency/Establishment - National Guard Bureau a. First Subdivision - State Adjutant General b. Second Subdivision - ARNG, US Property & Fiscal Ofc	c. Third Subdivision - Supply & Services Division d. Fourth Subdivision - Storage & Distribution e. Fifth Subdivision -
19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.	Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Signature _____ Date _____	b. Typed Name and Title of Higher-Level Supervisor/Manager (optional) Signature _____ Date _____
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21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards. Typed Name and Title of Official Taking Action ROGER M. PARRISH POSITION CLASSIFICATION SPECIALIST Signature _____ Date 29-Jun-98 //SIGNED//	22. Standards Used in Classifying/Grading Position USOPM JGS for Materials Examiner and Identifier, WG-6912, Dated Mar 90 Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.
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23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)								
b. Supervisor								
c. Classifier								

24. Remarks:

Released from NGB-HRP-WC, CRA-98-1008, Dated: 29 Jun 98 (Revised 14-Oct-98)

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

A. INTRODUCTION:

This job is located at a National Guard maintenance facility, warehouse, training site, supply or support type facility. The position serves as the hazardous material/hazardous waste specialist with a full range of examining and identifying duties for materials and equipment which are toxic, radioactive, hazardous, or explosive.

B. DUTIES AND RESPONSIBILITIES:

1. Inspects, receives, sorts, counts, and classifies hazardous materials such as explosives, toxic chemicals, flammables, gas cylinders, radio active material, and hazardous waste. May be required to perform pre-receipt examination of property on site at the generation point and assures that the turn-in and shipping is in order, that the containers meet standards, are placarded and marked properly. As appropriate, performs or initiates required testing, e.g. radioactive surveys/wipe tests, prepares sample for submission to environmental laboratories for analysis. Schedules the receipt of property and assures that the property is identified to include identification of all contaminants. Rejects property not meeting turn-in requirements and assists the turn-in activity to correct any rejections. Determines the nature and degree of the particular hazard involved. Determines if containers are Department of Transportation (DOT) approved, safe to handle, non-leaking, capable of withstanding routine handling, and safe for required periods of storage. Assures that storage compatibility is adhered. Determines the need for special handling/special storage of certain property (e.g. friable asbestos, PCB's, batteries, pesticides, etc.). Performs complex searches of shipping and storage records, material specifications, vendor contracts, computerized or microfiche data for material identification and advises lower graded workers on specialized procedures. May be required to handle damaged and unidentified shipments requiring repair/repacking or return to the supplier in accordance with established procedures.
2. Prepares material for shipment, storage, and disposition. Packs, cushions, applies preservatives and protects property as appropriate. Prepares tags, labels, and places items in containers for disposition. Identifies and marks storage locations and stocks property allowing for maximum utilization of storage space, ease of access, segregation, and rotation of stock. Selects property desired, checks condition, status and quantity and arranges for transfer. Determines processing requirements IAW established criteria. Ensures shipping operations comply with DOT and EPA standards (packaging, placarding, transportation, and manifesting). Certifies shipment IAW hazardous material transportation regulations. As appropriate maintains hazardous waste manifest files and related documents. Initiates corrective action to resolve manifest discrepancies. Maintains proper visibility of hazardous property inventory utilizing the Available Balance File (ABF) output and other methods. Requests and justifies accelerated disposal of hazardous material/waste when normal disposal timeframes would cause deterioration of the hazardous property container, impact storage capabilities, create unsafe conditions, or

other circumstances which dictate emergency action. Intensifies inventory management control to accommodate shortened timeframes.

3. Contacts generating activities, shipping agencies, and National Guard environmental personnel to coordinate requirements of environmental policies and directives. May serve as the hazardous materials specialist in meetings, discussions, and liaison visits. Initiates and maintains required environmental reports/plans/records in processing of hazardous material. Ensures required actions are taken if a spill occurs and ensures lower graded workers are trained to act in his/her absence. May serve as a member of an Emergency Response Team. Within area of responsibility, contains and cleans up spills for which NG has capability. Decontaminates and replenishes spill equipment and supplies. Ensures spill incident reports are prepared IAW applicable regulations.
4. Coordinates turn-in activities with the Defense Reutilization Marketing Office (DRMO) or contractors. May be assigned as the Contracting Officer's representative (COR) for contracts. Accompanies the contractor during removal of material from the installation. Certifies manifest and shipping papers, DOT markings, packaging, and labeling requirements. Notifies the DRMO or Contracting Officer of discrepancies in contractor performance and may immediately stop the contractors work for violation of safety regulations. Recommends changes to existing and future services contracts.
5. Performs other duties as assigned.

C. SKILL AND KNOWLEDGE:

Must have a thorough knowledge of the techniques used in the examination and classification of hazardous materials/waste. Must be able to return an item to a vendor when improperly sent, or refer material to quality assurance or maintenance personnel due to an observed defect. Must be able to use technical specifications and vendor numbers, and functional operation of items received and shipped against accompanying documents. Knowledgeable of special handling techniques and procedures required for the processing of hazardous and toxic materials.

D. RESPONSIBILITY:

Work is performed with a high degree of independence. Responsible for independent decisions relating to the acceptance or rejection of hazardous materials. Responsible for insuring all safety procedures and requirements are followed when handling hazardous, explosive, and toxic materials. Work is subject to spot checks for adequacy, accuracy and compliance with established methods and procedures.

E. PHYSICAL EFFORT:

Performs moderate to heavy lifting when moving material by hand or hand-truck. May lift or carry items that weigh up to 40 pounds. Heavier items are moved with weight handling

equipment or with assistance from other workers. Performs work that requires the incumbent to bend, stoop and work in tiring and uncomfortable positions. Performs work requiring the incumbent to walk and stand for prolonged periods of time.

F. WORKING CONDITIONS:

Work is performed inside and outside in areas that are hot, cold, damp, drafty or poorly lighted. May work in inclement weather in open areas such as docks or outside storage. The work may be dirty, dusty, and greasy. Frequently exposed to the possibility of cuts, scrapes, and bruises, falls from ladders, or injury from materials handling equipment. Wears protective clothing and equipment such as rubber gloves, goggles, face shields, safety shoes, protective headgear and face masks. May be required to travel to hazardous material generator sites on short notice to assist in packaging, manifesting, or spill containment.

EVALUATION STATEMENT

- A. Title, Occupational Code, and Grade: Materials Examiner and Identifier, WG-6912-07.
- B. References: USOPM JGS for Materials Examiner and Identifier, WG-6912, Mar 90.
- C. Background: This position replaces R9593000. It is established to deal with hazardous material or waste IAW regulations and laws and serves to update some information in the previous description.
- D. Occupational Code, Title and Grade Determination:
1. Occupational Code and Title: The primary duties of this job are identification, examination, classification, acceptance, and disposition of hazardous materials and equipment. The job is, therefore, allocated to the WG-6912 occupational code. All jobs covered by this standard are titled Materials Examiner and Identifier.
 2. Grade: The incumbent works with a high degree of independence and applies a thorough knowledge of the techniques and equipment used in the examination and classification of standard, unusual and highly specialized items for receipt, storage, or proper disposition. This matches the WG-07 grade level of the referenced standard.
- E. Conclusion: Based on the above evaluation, this job is classified as Materials Examiner and Identifier, WG-6912-07.

Classifier: ROGER M. PARRISH NGB-HRP-WC Date: 29 Jun 98 (Revised 14-Oct-98)