

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1 Agency Position No.  
**R3-115**

2 Reason for Submission:  Reassignment,  Reassignment,  Promotion,  Other. Explanation: (Show any positions released)

3 Service:  Civil,  Field

4 Employing Office Location: **Twin Cities, MN**

5 Duty Station: \_\_\_\_\_

6 CSC Certification No.: \_\_\_\_\_

7 Fair Labor Standards Act:  Exempt,  Nonexempt

8 Employment/Financial Status Required:  Yes,  No

9 Subject to IA Action:  Yes,  No

10 Position Status:  Competitive,  Exempt (Specify): \_\_\_\_\_

11 Position is:  Supervisory,  Managerial,  Nonmanagerial

12 Sensitivity:  1-High,  2-Medium,  3-Low

13 Competing Level: \_\_\_\_\_

14 Agency Use: \_\_\_\_\_

| 15 Classified/Graded by                           | Official Title of Position | Pay Plan  | Occupational Code | Grade    | Initials           | Date            |
|---|----------------------------|-----------|-------------------|----------|--------------------|-----------------|
| a. Civil Service Commission                       |                            |           |                   |          |                    |                 |
| b. Department, Agency or Establishment            |                            |           |                   |          |                    |                 |
| c. Bureau   |                            |           |                   |          |                    |                 |
| d. Field Office                                   | <b>Surveying Aid</b>       | <b>GS</b> | <b>817</b>        | <b>3</b> | <i>[Signature]</i> | <i>11/29/70</i> |
| e. Recommended by Supervisor of Initiating Office | <b>Surveying Aid</b>       | <b>GS</b> | <b>817</b>        | <b>3</b> |                    |                 |

16 Organizational Title of Position (if different from official title): \_\_\_\_\_

17 Name of Employee (if agency, specify): \_\_\_\_\_

18 Department, Agency, or Establishment: **Department of Interior**

a. First Subdivision: **U.S. Fish and Wildlife Service**

b. Second Subdivision: **Region 3**

c. Third Subdivision: \_\_\_\_\_

d. Fourth Subdivision: \_\_\_\_\_

e. Fifth Subdivision: \_\_\_\_\_

19 Employee Review: This is an accurate description of the major duties and responsibilities of my position. Signature of Employee (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 relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor: \_\_\_\_\_

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

21 Classification and Grading Certification: I certify that this position has been classified and graded as required by Title 5 U.S. Code in conformity with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action: **Donita B. Schires**, Classification Officer

Signature: *Donita B. Schires* Date: *11/29/70*

22 Standards Used in Classifying/Grading Position: **Standard Position Description R3-115, Position Classification Standard GS-817, TS-2, dated 10/70**

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 the Civil Service Commission. Information on classification and grading appeals and complaints on exemption from FLSA is available from the personnel office or the Commission.

| 23 Position Review     | Initials | Date |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) |          |      |          |      |          |      |          |      |          |      |
| b. Supervisor          |          |      |          |      |          |      |          |      |          |      |
| c. Classifier          |          |      |          |      |          |      |          |      |          |      |

24 Remarks:

Full Performance Level: \_\_\_\_\_

Personnel Folder Copy \_\_\_\_\_

Supervisor's Copy \_\_\_\_\_

Employee's Copy \_\_\_\_\_

Classification Copy \_\_\_\_\_

Introduction

Incumbent is a surveying aid for a surveying crew, Region 3, U.S. Fish and Wildlife Service..

Duties include:

A. Major Duties

- Performs basic tasks involved in surveying assignments to assist a higher grade employee, such as: Sets up electronic distance measuring equipment. holds reflectors for electronic measurement or holds rods when using rod and chain, etc.
- Researches courthouse records and interviews landowners to obtain boundary and ownership information.
- Records on prescribed forms readings called out by others; makes elementary computations with the use of calculator or computer; checks computations of higher grade employees for transposition of figures.
- Makes rough draft of survey area from field notes; reports on survey findings.
- Files survey material.
- Maintains an up-to-date index on survey lines.

B. Factors

1. Knowledge required by position:

- Knowledge of simple measuring devices and procedures related to survey work to assist a higher grade employee on surveying assignments.
- Skill in mathematics to perform elementary computations.
- Skill in keeping records to record readings called out by others.
- Skill in verbal and written communication to interview landowners and to write reports requiring a minimum of editing and review.
- Ability to learn simple procedures and techniques and follow detailed instructions in order to benefit from training provided.
- Skill in operating motorized vehicle.

## 2. Supervisory Controls

Incumbent is under the direct supervision of a Land Surveyor who provides complete and explicit instructions at the beginning of each new or changed task and is available for instruction and guidance at anytime. Incumbent performs recurring tasks under supervision which gradually lessens until the more routine tasks are only infrequently spot checked or observed. Less routine tasks are checked in progress and upon completion.

## 3. Guidelines

Detailed and directly applicable guidelines are available in the form of verbal and written instructions from a higher grade employee. Incumbent adheres strictly to these guidelines, referring all unusual situations to supervisor.

## 4. Complexity

Work consists of a few sequences of detailed procedures involved in land surveying such as selecting measuring and turning points while using rod and chain, setting up, electronic measuring equipment. etc. Incumbent must consider the terrain and requirements of the survey in performance of assignments. Work requires basic methods and procedures or readily acquired skill or knowledge only.

## 5. Scope and Effect

The purpose of the work is to assist in completion of maps and surveys required by the Service for the purpose of land acquisition, development, management and disposal. Incumbent's work contributes to the overall efficiency of the surveys performed and supports the activities of the realty unit.

## 6. Personal Contacts

Contacts are with co-workers, landowners, county surveyors, other county employees, and refuge personnel.

## 7. Purpose of Contacts

Contacts are for the purpose of receiving assignments and instructions, and exchanging factual information involved in the survey assignment.

## 8. Physical Requirements

The work requires physical exertion such as carrying heavy surveying instruments while walking considerable distances over wet, rough, uneven or rocky surfaces; bending,

crouching, stooping, stretching, reaching, climbing or similar activities. Work requires average agility and dexterity.

9. Work Environment

The work requires both office and outdoor work. Temperatures and weather extremes may be encountered in the performance of outdoor work. Incumbent must conduct duties in a safe and orderly manner so as not to injure self, fellow workers, or property with which entrusted.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. The incumbent is required to obtain and properly wear uniform components within Class \_\_\_\_\_ and \_\_\_\_\_.