

POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Position No.
R3-2

2 Reason for Submission: Reassignment, New, Reestablishment, Other

3 Service: Army, Navy, Dept., 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 Limit Required: Yes, No

9 Subject to IA Action: Yes, No

10 Position Status: Competitive, Exempt (Specify): _____

11 Position is: Supervisory, Managerial, Non-career

12 Sensitivity: 1-Low, 2-Moderate, 3-Cross, 4-Special

13 Comparative Level Co.: _____

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	Custodial Worker	WG	3566	2	BF	11/29/68
e. Recommended by Supervisor or Initiating Officer	Custodial Worker	WG	3566	2		

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

17 Name of Employee (if vacant, specify): _____

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

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

b. Second Subdivision: **Region 2**

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/graded as required by Title 5 U.S. Code in conformance with standards published by the Civil Service Commission or if no published standards apply directly, consistently with the most applicable published standards.

22 Standards Used in Classifying/Grading Position: **Standard Position Description R3-2**
Job Grading Standard for WG-3566, IS-38,
dated 9/68

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/job grading appeals and complaints on exemption from FLSA is available from the personnel office or the Commission.

Typed Name and Title of Official Taking Action: _____

Signature: **Brian Schmitt** Date: **11/29/68**

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 _____

A. Duties:

Performs the full range of cleaning activities in an assigned area (building or group of buildings), involving the use of such heavy industrial-type powered equipment as scrubbers, buffers, and vacuum cleaners; adjusts, cleans and oils these machines, and changes brushes, rollers, buffers, and other attachments. Scrub, strips, waxes and polishes floors; washes windows; reports fire and safety hazards to supervisor; replaces light bulbs and fluorescent starters; washes, replaces tapes and cords and replaces venetian blinds; removes and replaces window screens; moves heavy furniture and equipment; and maintains a stock of supplies and when in short supply, notifies supervisor.

B. Skills and Knowledge:

Must possess the physical ability to operate and control heavy powered cleaning equipment, such as scrubbers, buffers, and vacuum cleaners and be able to perform minor maintenance on this equipment. The incumbent must be able to select proper cleaning methods, materials, and equipment needed to perform specific tasks.

C. Responsibility:

Work consists of a variety of simple, repetitive cleaning tasks. Incumbent receives only general supervision and must be able to select specific cleaning materials, and procedures after getting general instructions. Completed work is spot-checked to assure timely and efficient performance in completing assignments. Care must be taken when working with heavy cleaning equipment and chemicals, and to avoid breaking and spillage of chemical containers when working in a laboratory environment.

D. Physical Effort:

Moderately heavy physical effort is required. Incumbent must move and control heavy cleaning equipment, carry and set up ladders and scaffolding, and work from ladders and scaffolds to clean walls, ceilings, windows, etc. Frequently, incumbent must lift objects weighing approximately 40 pounds, and occasionally objects weighing over 50 pounds.

E. Working Conditions:

Normally works inside with adequate light, heat and ventilation. Subject to injury when working from ladders and scaffolds and to skin irritations resulting from exposure to chemicals. Subject to dust, dirt and disagreeable odors.

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. Incumbent is required to obtain and properly uniform components within Class ____ and ____.