

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. A: **R3-7**

2. Reason for Submission: Reassignment, Reassignment/Exemption (Show any positions released), New, Detail, Field

3. Service: 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 Stmt Required: Yes, No

9. Subject to IA Action: Yes, No

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

11. Position is: Supervisory, Managerial, Nonmer

12. Sensitivity: 1-High, 2-Medium, 3-Critical, 4-Special

13. Comparative Level C: _____

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	Animal Caretaker	WG	5048	3	BS	11/20/85
e. Recommended by Supervisor or Initiating Office	Animal Caretaker	WG	5048	3		

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

17. Name of Employee (if vacancy, agency): _____

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: _____

Signature: _____ Date: _____

21. Classification Job 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.

Typed Name and Title of Official Grading: **Bonita A. Schaefer**
Classification Officer

Signature: **Bonita A. Schaefer** Date: **11/20/85**

22. Standards Used in Classifying/Grading Position: **Standard Position Description R3-7 Job Grading Standard for WG-5048, TS-38, dated 5/73**

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.

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

Performs a variety of duties necessary in the breeding, rearing and caring of fish. Work requires basic knowledge of the animals' characteristics, needs, and behavior, and skill in observing, handling, and controlling them.

A. MAJOR DUTIES:

- Incumbent will be responsible for providing the basic needs for an assigned group of fish. This involves: observing animals for obvious changes of appearance and activity. providing standard feeds and liquids, catching and handling fish, maintaining control of animals, transferring fish from one location to another. etc.
- Incumbent will perform a variety of maintenance tasks as required. Duties include: cleaning and disinfecting cages, pens, troughs, ponds, tanks, or raceways; sorting, weighing, counting, and grooming of animals.
- Operates hand and powered (walking type) lawnmowers, clears trees and brush from facility areas using an axe, brush hook, hatchet, handsaw or other similar hand tools; empties garbage and trash cans; paints fences and posts; washes and cleans cars. equipment and trucks.
- Loads-and unloads trucks and other conveyances; moves supplies and materials to specific locations; stocks materials for storage.
- May be called upon to perform other miscellaneous duties not requiring any special skills, training, or experience.

B. SKILL AND KNOWLEDGE:

- Knowledge of the fish particular to the work station, including their characteristics, needs, and behavior.
- Knowledge of the standard procedures for observing, feeding, handling, and controlling fish without injuring them.
- Ability to accurately record data with brief comments on surrounding environment or conditions.
- Ability to keep fish cultural equipment in good operating condition by reporting problems or making simple repairs to traps, fences, tools, etc.

C. RESPONSIBILITY:

Duties will be performed according to specific schedules and instructions utilizing routine methods. Incumbent will be responsible for identifying and making judgments of animals' appearance and activities, and reports obvious changes to the supervisor. Work will be checked to see that specific work schedules and instructions have been followed and to ensure that the animals' basic needs are provided for.

D. PHYSICAL EFFORT:

Work often requires lifting and carrying feed materials weighing up to 50 pounds and frequently handling items such as feed trays weighing up to 20 pounds. Incumbent walks or stands for extended periods and frequently works in a bent position.

E. WORKING CONDITIONS:

Work is performed Inside and outside with frequent exposure to wet/ slippery surfaces, bites, scratches, animal wastes, unpleasant odors, noises and variable weather conditions. May also be exposed to contagious diseases.

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 wear uniform components within Class _____ and _____.