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

1. Agency Position No. 01064

2. Reason for Submission: [ ] Redescription [ ] New [ ] Reestablishment [ ] Other
Explanation *(Show any position replaced)*

3. Service: [ ] Hdqtrs. [XX] Field

4. Employing Office Location: Twin Cities, MN

5. Duty Station:

6. OPM Certification No.:

7. Fair Labor Standards Act: [ ] Exempt [XXX] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [ ] Employment and Financial Interests

9. Subject to IA Action: [XX] Yes [ ] No

10. Position Status: [XX] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11. Position is: [ ] Supervisory [ ] Managerial [XX] Neither

12. Sensitivity: [XX] 1-Non Sensitive [ ] 2-Noncritical Sensitive [ ] 3-Critical Sensitive [ ] 4-Special Sensitive

13. Competitive Level Code:

14. Agency Use:

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Maintenance Mechanic	WG	4749	09	DW	12-04-01
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee *(if vacant, specify)*:

18. Department, Agency, or Establishment: Department of the Interior

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

b. Second Subdivision: Region 3

c. Third Subdivision: ARD - Fisheries

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:

Signature: Date:

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

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 U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action:
Darla Wenger
Human Resources Specialist

Signature: Darla A. Wenger Date: 12/04/01

22. Position Classification Standards Used in Classifying/Grading Position

STANDARD POSITION DESCRIPTION
Job grading standards for WG-4749, TS-30 dtd 5/74; WG-5716, TS-4 dtd 1/69; WG-2805, TS-55 dtd 6/89; WG-5823, TS-57 dtd 6/90

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 the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

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

24. Remarks
Full Performance Level:
Commercial Driver's license required
Subject to DOT Drug/Alcohol Testing
Uniform required

Position Subject To Random Drug Testing

25. Description of Major Duties and Responsibilities *(See Attached)*

Maintenance Mechanic, WG-4749-9

A. Duties

- Performs non-supervisory maintenance and repair work on grounds, exterior structures, buildings, and related fixtures and utilities on the hatchery.

- Performs plumbing work involving installation, modification and repair of the utility, supply, and disposal systems and equipment such as the water filtration system, sewage system, oil and gas distribution system and water closets, tubs, fire sprinkler systems and showers.

- Constructs, repairs or modifies building structures and related facilities such as finished paneling, doors, windows, rafters where accuracy, spacing, and fit are essential and structural soundness and appearance are important.

- Performs electrical repairs involving replacing, tightening, splicing, soldering, and insulating defective wiring controls, equipment and fixtures, and hooking up electrical items including outlets, switches, light fixtures, regulators, and circuit breakers to installed electrical systems at the hatchery.

- Operates a variety of gasoline and diesel powered heavy engineering and construction equipment with wheeled or crawler-type traction and attachments. Work includes the use of equipment such as road grader, backhoes, forklift, dozers, draglines, and 40-80 horsepower farm tractors in such activities as road and dike repair, ditch clean out and construction, weed and brush mowing, force account farming, clearing tree stumps, flood debris removal, and loading/unloading materials and equipment.

- Performs routine maintenance and repair work on hatchery heavy equipment consisting of dozers and road grader. Repair work consists of replacing worn out parts (i.e. generators, alternators, carburetors, cutting edges and cables, etc.)

- Applies a variety of electric, gas, or other manual welding processes or methods to carry out standard welding operations such as repairing, modification, fabrication, or rebuilding of various types of metal, alloy and equipment parts. Determines proper welding techniques, procedures, and machine settings to be used; assembles and sets up parts to be welded; and makes required welds following accepted shop practices, specifications and oral or written instructions.

- Serves as a member of the Safety Team and assists with implementation and compliance with the hatcheries and residences safety and health program.

- Assists in all lake trout distribution activities and takes a lead role in the maintenance and repair of all distribution vehicles.

- May be required to assist in the biological functions of the hatchery on occasion by caring for and rearing hatchery fish.

- Responsible for operating all snow removal equipment during the winter months to provide clear and safe access on all hatchery roads.

- Responsible for protection and security of all government property and equipment.

B. Skills and Knowledge

- Knowledge of how various supply, disposal, and utility systems and equipment are installed and operate in order to plan and lay out the modification and installation of these systems; skill in using any of the plumbing trade and practices and techniques.

- Knowledge and skill in using any of the accepted carpentry methods and techniques in order to construct, modify, or repair structures, such as framework, rafters, doors, etc., where accuracy, spacing, and fit are essential and structural soundness and appearance are important.

- Knowledge of, and skill in working with, electrical fixtures, wiring, and controls in order to remove, replace, or repair fixtures and controls; skill in reading wiring diagrams in order to determine the nature of the repair or installation to be made.

- Knowledge and skill in using controls to adjust and operate a variety of engineering equipment on flat or rolling terrain, sometimes in confined areas; knowledge of soil and features of terrain to determine proper approach in performing work.

- Basic skill in welding operations to set up and operate various electric resistance welding machines, or to use one or more manual welding procedures.

- Skill in interpreting and applying building plans, codes, specifications, blueprints, engineering drawings, and work instructions in order to perform plumbing, electrical, and carpentry work.

- Knowledge of, and skill in working with, farm tractors and equipment on flat or rolling terrain, sometimes in confined areas; knowledge of soil and features of terrain to determine proper approach on performing work.

- Substantial knowledge of shop mathematics in order to plan and compute complex and exact projects.

- Skill in the operation of tools, including but not limited to: handsaws, power planers, plumb bobs, mercury gauges, dividers, closet augers, hydrostatic pumps, lead pots, pipe threaders and cutters, soldering irons, electrical circuit testing equipment and gas and electrical welders.

C. Responsibility

Duties involve not only extensive maintenance of existing facilities, but alterations and additions for more efficient utilization of existing facilities. A moderate to high degree of precision is involved in performing the work, and a high degree of care and skill is required to prevent injury to personnel or damage to equipment. Assignments are less specific than at the lower levels, and are received orally, through work orders, building plans, wiring diagrams, and engineering drawings. Incumbent makes complete and difficult determinations of the materials and methods to be employed and carries out work with little or no supervision. A supervisor gives advice on unusual problems. Work may be checked upon completion, but only in comparison with trade standards.

D. Physical Effort

Requires a considerable amount of standing, stooping, bending, climbing, and working in tiring or uncomfortable positions. May work from ladders and scaffolds. When operating heaving equipment, the worker is under a great deal of strain by constantly reaching, bending, turning, and moving of hands, arms, feet, and legs, and by the vibration and jerking of the equipment. Lifting up to 50 pounds may also be required.

E. Working Conditions

The incumbent may be employed at hatcheries. Work areas can be dirty, greasy, bad smelling, or smoky. The worker is subject to cuts, burns, infections, the possibility of broken bones, and electrical shock. When welding, the worker is subject to fumes, infrared and ultraviolet radiation, flying sparks, the glare of torches, and the possibility of eye injury. Discomfort is encountered when wearing protective clothing, gloves, flash shield, or eye goggles. The position necessitates both inside and outside work and exposure to all kinds of weather.

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 B, C, and D.