

POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Position No
R3-11

2 Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other <small>(Show any positions replaced)</small>		3 Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4 Employing Office Location Twin Cities, MN		5 Duty Station		6 OPM Certification No	
7 Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8 Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9 Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
10 Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <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"/> Nonmer		12 Sensitivity <input checked="" type="checkbox"/> 1-Non Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Social 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	Tractor Operator	WG	5705	6	JTW	4/27/92
e. Recommended by Supervisor or Initiating Office	Tractor Operator	WG	5705	6		

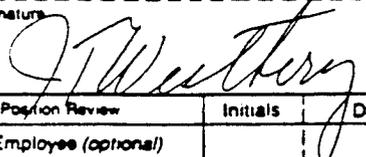
16 Organizational Title of Position (if different from official title) _____
17 Name of Employee (if vacant, specify) _____

18 Department, Agency, or Establishment Department of Interior	c Third Subdivision
a First Subdivision U.S. Fish and Wildlife Service	d Fourth Subdivision
b Second Subdivision Region 3	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 U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.	22 Position Classification Standards Used in Classifying/Grading Position STANDARD POSITION DESCRIPTION R3-11 Job Grading Standard for WG-5705, TS-62 Dated 1/92
Typed Name and Title of Official Taking Action J.T. WESTBERG Personnel Management Specialist	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.
Signature  Date 4/27/92	

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 _____

25 Description of Major Duties and Responsibilities (See Attached)

A. Duties:

- Operates farm type gasoline or diesel powered tractors with attachments on flat or rolling terrain In performing several different operations Including planting; cultivating; and/or harvesting of crops; mowing; and hauling. The equipment typically requires multiple connections and adjustments.
- Performs the following duties which are typical but not necessarily all-inclusive; Operates tractors and equipment on level or rolling terrain in such areas as open fields, lawns, and along roadways. Cleans and maintains ditches, ponds, or other water diversion structures.
- Operates auxiliary equipment and attachments such as cutter bars, plows, harrows, sprayers, discs, front end loader, movable dozer blades, and backhoes. The equipment is powered by direct drive from its wheels or power take-offs and is typically operated with hydraulic or mechanical controls.
- Services, checks, and fuels tractors before operation. Checks and services equipment to be used. Performs operator's daily preventive maintenance and makes minor repairs and adjustments to tractors and equipment. This includes, but is not limited, to replacing chains and belts, lubrication, oil and filter changes, battery checks, safety inspections, and other servicing that may be required. In addition, may be called upon to perform tasks involved with biological census work, fire supression, building maintenance, and other miscellaneous duties not requiring any special skill, training, or Experience.

B. Skill and Knowledge:

Incumbent is able to operate the tractor and manipulate equipment controls at the same time. Is able to operate and maneuver tractor and equipment in confined areas such as between trees and along fences and roads. Skill and knowledge is required to hook up and align more difficult multiple connections such as mechanical drive shafts and hydraulic lines for power and control systems. Ability to adjust equipment for job requirements such as setting the height of mower blades, the depth of plow blades, and the rate of application of sprayer attachments. Has a good working knowledge of various tractors and equipment and their working capacities and operating characteristics, and is able to perform preventive maintenance and minor repairs. Operate the tractor and equipment under a variety of conditions such as in mud, snow, and in areas where tree limbs, bushes, and flying objects are more likely to cause clogging of the equipment.

C. Responsibility:

Is responsible for a variety of farm operations some of which may have several work steps. Care is exercised to avoid damage to trees, scrubs, crops, or equipment, and injury to

employee. Worker is also responsible for operating in a safe manner at work site and while in transit on public roads.

Performs work according to established methods at special instructions such as depth to be plowed or the spacing between furrows. Receives instructions on what materials are to be used such as type of fertilizer or seed to dispense. Determines the selections of gears, power settings and speeds for equipment operation and the order in which the work is to be accomplished. (e.g. in plowing, determines power requirements for soil conditions, depth of the plow, proper speed, where to begin, and how to complete the job.) Makes judgements concerning equipment operations such as the lift capacity, weight, and balance of a backhoe and its load.

Completed work is checked for compliance to standard operating practices and special instructions such as the depth to plant seeds or the depth of ditches to be dug.

D. Physical Effort:

Frequent arm and leg movements are required to operate controls on the tractor and attachments. Often lifts and handles heavy equipment attachments when connecting them to tractors. Also lifts materials such as bags of fertilizer and seed, weighing up to 100 pounds.

E. Working Conditions:

Work is usually performed outside resulting in frequent exposure to extended periods of hot sun, wind, dust, and bad weather. Severe jolting from the machinery occurs. Cuts and bruises may result from flying objects and branches and serious injury may result from getting caught in operating equipment or from collisions with automobiles when operating on or near public roads. 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 _____.