

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

1 Agency Position No.

R3-14

2 Reason for Submission <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced)	3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location <b>Twin Cities, MN</b>	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 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) SES (Gen) <input type="checkbox"/> SES (CR)		11. Position Is. <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive <input type="checkbox"/>	
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 Worker	WG	4749	5	JTW	4/27/92
e. Recommended by Supervisor or Initiating Office	Maintenance Worker	WG	4749	5		

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 3**

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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 R3-14**  
Job Grading Standard for Trades Helper Jobs, TS-3, dated 11/68.

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										
Classifier										

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. MAJOR DUTIES:**

Assigned to assist higher graded-Maintenance personnel in order to perform common and typical tasks related to a variety of trades. Examples of duties which are typical, but not all inclusive are:

- Assists maintenance worker by lifting, carrying, holding materials and performing other related tasks in installing outdoor water systems, cleaning plugged water pipes and sewer lines, and in renovation of building interiors and the replacement of worn plumbing fixtures; performs minor and simple tasks in the removal and replacement of broken window panes and old roofs on buildings, warehouses, offices and dwellings.
- Aids in the installation, repair and alteration of: cabinets, doors, hardware (such as hinges, catches), interior trim, i.e., sheetrock, baseboards, tile, linoleum, etc., by holding bracing materials, handling tools, materials or fittings.
- Assists in mixing and pouring cement and in the construction of very simple forms. Performs simple and routine tasks in the leveling of concrete projects such as walls, slabs, walks, curbs. Helper is not responsible for determining proper mixture to achieve structured strength; appearance, nor prescribed longevity.
- Cleans machinery with wirebrush and paints equipment. Prepares surfaces and paints interior and exterior of buildings using brush, roller or spray gun when work is completely outlined by supervisor, including materials, methods and tools to be used. Mixing or blending of paint for desired application consistency is usually done by immediate supervisor.
- Operates gasoline and diesel vehicles, such as cars, pickups, trucks or tractors, with gross vehicle weight of up to and including 7,000 lbs.
- Washes and fuels vehicles, performs such services as checking, changing oil and water; checking fluid levels in crankcases, power steering, transmissions, batteries, radiators, braking systems, etc.; changes, repairs, rotates, replaces tires; replaces oil and air filters; checks, adjusts, replaces fan belts, hoses, and similar items.
- Maintains station grounds by mowing lawns, trimming shrubs, spraying weeds with chemicals.
- Keeps work areas clean by sweeping, mopping, replacing tools used in work, etc.

**B. SKILL AND KNOWLEDGE:**

- Ability to follow oral and occasionally written instructions.

- Skill in operating push lawn mower, simple power tools.
- Skill in using a variety of hand tools, such as wrenches screwdrivers, hammers, shears, rakes, shovels.
- Ability to operate vehicles, such as cars, trucks, tractors.

C. RESPONSIBILITY:

Receives detailed oral and occasionally written instructions and orders and guidance on new assignments. Supervisor outlined work to be done and specifies methods, techniques, materials and tools to be used. Work is closely supervised during progress and upon completion is reviewed in detail. The simple routine tasks are performed without supervision after they are learned.

D. PHYSICAL EFFORT:

Standing, walking, stooping, bending, kneeling and climbing are involved. Work is occasionally done in cramped and other uncomfortable positions. There is much tiring movement of arms. Lifting and carrying of tools and equipment are involved. Items weighing ten pounds are lifted frequently and objects weighing fifty pounds are handled, occasionally.

E. WORK ENVIRONMENT:

The incumbent may be employed at refuges, hatcheries, or laboratories. Work areas can be dirty, greasy, or bad smelling. The worker is subject to cuts, burns, infections, and the possibility of broken bones. 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 \_\_\_\_\_ and \_\_\_\_\_.