

POSITION DESCRIPTION (Please Read Instructions on the Back)

Agency: **R3-4**

2 Reason for Submission <input type="checkbox"/> Restriction <input type="checkbox"/> Reassignment <input type="checkbox"/> Exemption (Show any positions released)		3 Service <input checked="" type="checkbox"/> New <input type="checkbox"/> Detail <input checked="" type="checkbox"/> Field		4 Employing Office Location Twin Cities, MN		5 Duty Station		6 CSC Certification No.	
7 For Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8 Employment/Financial Stmt Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		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"/> Exempt (Specify)	
11 Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Non-career				12 Seniority <input checked="" type="checkbox"/> 1-Non-Senior <input type="checkbox"/> 2-Career <input type="checkbox"/> 3-Career <input type="checkbox"/> 4-Senior		13 Competitive 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	Laborer	WG	3502	2	<i>BS</i>	<i>11/29/90</i>
e. Recommended by Supervisor of Initiating Office	Laborer	WG	3502	2		

16 Organizational Title of Position (if different from official title):
 17 Name of Employee (if agency, 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 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.

Typed Name and Title: **BRYCE B. SCHIRES**
Classification Officer

Signature: *Bryce B. Schires* Date: *11/29/90*

22 Standards Used in Classifying/Grading Position:
Standard Position Description R3-4
Job Grading Standard for WG-3502, TS-2,
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/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 _____

A. Duties:

- Performs tasks involving the use of common hand tools and simple power equipment as follows: loads and unloads trucks and other conveyances; moves supplies and materials to specific locations; stocks materials for storage; accompanies truck drivers to pick up and deliver supplies and materials; maintains fences by digging post holes, setting posts in ground or concrete, replacing broken fence panels and installing new barbed wire or replacing old; digs and fills ditches using pick and shovel; dismantles concrete forms, pulls nails and cleans up work site; opens boxes and crates and removes contents when such work involves heavy physical labor, moves and arranges heavy furniture as directed, prepares metal and concrete surfaces for protective coating applications by using chipping hammer, hammer and chisels, wire brushes, etc., and applies paint and protective coating to equipment, floors, etc., where the purpose is protection rather than appearance.
- Digs culverts; operates hand and powered (walking type) lawn mowers; clears trees and brush from sign areas, fire lanes, and recreation areas using an axe, brush hook, hatchet, handsaw or other similar hand tools; empties garbage and trash cans; paints fences and posts; removes debris from culverts and cattle guards; washes and waxes cars and trucks by hand or using powered buffer. Maintains recreation areas and refuge facilities by cleaning ashes from fire pits; cleans restroom facilities, and shovels snow from sidewalks.
- In addition, may be called upon to perform, tasks involved with biological census work, fire suppression, building maintenance, and other miscellaneous duties not requiring any special skill, training or experience.

B. Skill and Knowledge:

A certain degree of manual skill is required in using various hand tools such as axes, handsaws, hand buffers, lawn mowers, etc.; otherwise no special skill or previous training is required. Use of these tools also requires a degree of physical ability and attention higher than that required for the WG-1 level. The ability to read and follow simple signs and instructions is also necessary.

C. Responsibility:

Work consists of a variety of simple, repetitive actions and simple work sequences. The worker receives special oral and written instructions. The worker may be required to perform duties requiring several distinct tasks or steps (e.g., unloading materials, moving them to a specified location, and stacking them). Care is required in the use of hand tools, and in lifting heavy objects to avoid damage of the tools or objects and injury to the worker.

D. Physical Effort:

Moderately heavy physical effort is required when lifting and carrying objects weighing up to approximately 50 pounds; moving heavy furniture, mixing and wheeling concrete, etc., and continually walking, bending, stooping, and reaching.

E. Working Conditions:

Often, works outdoors and is subject to any prevailing weather conditions. Subject to more serious injury such as severe cuts, broken bones, strains, and rupture. Indoors, worker may be subject to noise, dirt, dust, drafts, and standing for long periods of time. Must observe safety regulations where applicable.

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 _____.