

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No
R3-8

2. Reason for Submission: Reassignment, Reestablishment, Expiration (Show any positions released)

3. Service: New, Detail, 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, Neither

12. Sensitivity: 1-Non-Sensitive, 2-Isotactical 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. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Animal Caretaker	WG	5048	4	ALJ	11/2/73
e. Recommended by Supervisor or Initiating Office	Animal Caretaker	WG	5048	4		

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

17. Name of Employee (if vacancy, 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: _____

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 accordance 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 Taking Action: **Donita B. Schires**
Classification Officer

Signature: **Donita B. Schires** Date: **11/14/73**

22. Standards Used in Classifying/Grading Position: **Standard Position Description R3-8 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 _____

A. MAJOR DUTIES:

This position is located at a National Fish Hatchery and performs work related to the production and care of fish. Typical, though not all duties include:

- Care for eggs, fry and fish throughout the rearing and distribution cycle, including feeding, sorting, collecting, measuring, transferring or tagging.
- Monitors the appearance of fish for obvious changes in appearance or activity and reports observations to supervisors.
- Administers preventative and curative disease treatment in prescribed amounts and collects water samples.
- Records, computes and summarizes data on fish such as size, weight, sex, age, mortalities, etc., in tabular, graphic or narrative form.
- Operates various equipment such as gates, pumps, valves, filters and sterilizers to regulate water quantity and quality.
- Cleans ponds, tanks and equipment.
- Loads and unloads materials or supplies; and may perform general maintenance activities such as mowing, trimming shrubs or minor repair work requiring only moderate skill in use of simple power and/or hand tools.

B. SKILL AND KNOWLEDGE:

- Knowledge of the normal appearance and activities of fish sufficient to recognize obvious changes.
- Knowledge of standard procedures for all phases of fish care.
- Skill in catching and handling fish without injury to stock.
- Skill in operating fish culture equipment and basic tools and equipment for grounds maintenance.
- Ability to accurately observe, compute and record data.
- Knowledge of records, form and terminology of fish production.

C. RESPONSIBILITY:

Duties will be performed according to specific instructions, schedules and standard procedures. Obvious changes in appearance and activity of fish or obvious changes in aquatic habitat of fish are reported to the supervisor or higher-grade worker. Work is checked by supervisor to see that instructions and schedules have been followed and to insure that basic needs of fish are provided for.

D. PHYSICAL EFFORT:

Prolonged standing, walking, stooping, bending and climbing are required as well as lifting and carrying. Items up to 20 pounds are frequently lifted and objects weighing fifty pounds or more are handled occasionally.

E. WORKING CONDITIONS:

Work is done in and around running water both inside and out in all kinds of weather. A variety of protective and safety gear such as coveralls, aprons, rubber clothing, safety shoes, goggles and gloves are frequently worn.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed In 3 A.M 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class _____ and _____.