

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

1. Agency Position No  
**R3-9**

2. Reason for Submission:  Reassignment,  Promotion,  Other

3. Service:  Regular,  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 Limit Required:  Yes,  No

9. Subject to IA Action:  Yes,  No

10. Position Status:  Competitive,  Excepted (Specify) \_\_\_\_\_

11. Position is:  Substantive,  Managerial,  Neither

12. Sensitivity:  1-High,  2-Moderate,  3-Critical

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	<b>Animal Caretaker</b>	<b>WG</b>	<b>5048</b>	<b>5</b>	<b>BRJ</b>	<b>11/29/87</b>
e. Recommended by Supervisor or Initiating Office	<b>Animal Caretaker</b>	<b>WG</b>	<b>5048</b>	<b>5</b>		

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. \_\_\_\_\_

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: \_\_\_\_\_

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 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: **Bonita B. Schires**, Classification Officer

Signature: *Bonita B. Schires* Date: **11/29/87**

22. Standards Used in Classifying/Grading Position: **Standard Position Description R3-9, 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 \_\_\_\_\_

Introduction

This position is located at a National Fish Hatchery and employee performs work related to the production and care of fish.

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A. MAJOR DUTIES:

- Care for eggs, fry, and fish throughout the rearing and distribution cycle, including feeding, sorting, collecting, measuring, transferring, or tagging.
- Monitors the appearance and behavior of fish for any changes in appearance or behavior and indicative of disease or discontent, or any environmental factors which might be of concern, and reports observations to supervisor.
- Administers preventative and curative disease treatment in accordance with prescribed procedure 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, reporting anything unusual in detail.
- Takes eggs from returning adult fish.
- 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. May assist Journeyman Mechanic in Helper capacity.

B. SKILL AND KNOWLEDGE:

- Knowledge of the normal appearance and behavior of fish sufficient to recognize any changes.
- Knowledge of standard procedures for all phases of fish care and ability to determine amounts of feed or indication appropriate to stage of development.
- Skill in catching and handling fish without injury to stock.
- Knowledge of the hatchery water system sufficient to regulate water quality and quantity.

- Skill in operating fish culture equipment and basic tools. and equipment for grounds maintenance.
- Ability to accurately observe, compute, and record data, and;
- Knowledge of records, forms, terminology of fish production.

C. RESPONSIBILITY:

Duties will be performed primarily according to schedules and standard procedures with specific instruction provided for administering medication or other non-routine assignments. Supervision is general in nature for non-routine tasks and incumbent must exercise judgment in determining need to notify supervisor of possible problems.

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 AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class \_\_\_\_\_ and \_\_\_\_\_.