

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
R300045

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <i>Explanation (Show any positions replaced)</i>		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 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 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"/> 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	Laborer	WG	3502	03 -	jtw	3/31/93
e. Recommended by Supervisor or Initiating Office						

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

18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision	
a. First Subdivision U.S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Region 3		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 R300045 Job Grading Standard for WG-3502 TS-2, 9/68	
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		
	3/31/93		

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks _____

_____ Supervisor Copy
 _____ Employee copy
 _____ OPF(L) Copy
 _____ Classification Copy

Laborer, WG-3502-3

A. Duties:

Performs tasks involving very heavy physical effort and the operation of heavy power equipment as follows: heavy-duty lawnmowers (walking and riding types) and snow removal equipment; heavy industrial-type powered cleaning equipment such as scrubbers, buffers, and vacuum cleaners; moves heavy freight, furniture, machinery and other heavy items by use of hand trucks or other moving equipment to or from trucks or trailers. Performs full range of cleaning activities in and around the Visitor Center. Applies protective coatings to surfaces where the purpose is protection and not appearance.

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:

Laborers at this level require some prior work experience or training and utilize manual skill in their operation and control of the power equipment used and to work safely with hand tools. The incumbent must possess the knowledge to complete assignments which involve several tasks or processes and which require remembering directions, sequences, etc.

C. Responsibility:

Work consists of a variety of activities which require heavy physical effort or manual skill in operating heavy powered equipment and hand tools. Because of the nature of these tools and equipment, continual care is required to avoid accidents and damage to high cost facilities and exhibits. The supervisor does not give detailed instructions or provide continual supervision for most duties. Incumbent is responsible for completing work involving sequences of activities after getting initial oral or written instructions. As designated by supervisor, may be responsible for crew work assignments requiring only one or two workers; provides direction to these employees by passing on instructions received from the work supervisor; gets work started; sets the pace; demonstrates proper work methods; obtains required tools and materials; assures that safety and housekeeping rules are followed; and reports to the work supervisor on the status and progress of the work.

D. Physical Effort:

Incumbent exerts very heavy physical effort in lifting and moving objects weighing over 50 lbs.; moving heavy furniture; and continually walking, bending, stooping, and reaching.

E. Working Conditions:

Outdoors, worker is subject to any prevailing weather conditions. Equipment and tools used require special alertness and care to avoid

serious injury. Indoors, worker may be subject to noise, dust, dirt, 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 C and D.