

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

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced) Standard Position Description				3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Other		4. Employing Office Location		5. Duty Station		1. Agency Position No. S000051	
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 Interest		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) <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 <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 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. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Worker Maintenance Mechanic CK	WG	4749	8		
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		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	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 WG-4749, 5/74; WG-4102, 11/69; WG-4206, 3/69; WG-4607, 4/91	
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23. 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.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier	CK	8/6/10	CK	7/8/11						

24. Remarks  
 FPL- WG-08 CK (7/8/11)  
 Approved for Servicewide Use  
 Neal Aug 4-28-23

25. Description of Major Duties and Responsibilities (See Attached)

8/6/10: Title correction based on prescribed titles at grade 8 and below as maintenance workers. King, R9

**POSITION DESCRIPTION  
MAINTENANCE WORKER  
WG-4749-08**

**I. INTRODUCTION:**

The primary purpose of this position is to perform a variety of maintenance and repair work at National Wildlife Refuges or Fish Hatcheries. The position performs intermediate level trades work independently, uses a variety of equipment and hand and power tools, assists higher graded workers, and performs lower level duties.

**II. MAJOR DUTIES:**

- ❑ Repairs vehicles by cleaning, installing, or replacing worn or defective parts such as spark plugs, wheel cylinders, mufflers, and brake pads. Adjusts parts, performs tune-up on vehicles, and periodic maintenance including changing oil and greasing points, tightening connections, replacing hoses or belts, and changing and rotating tires. Removes, adjusts, or replaces defective parts and components, or assists a higher graded mechanic in repairing or overhauling equipment as instructed. Replaces seals and rings, wiring harnesses, switches, ignitions, distributors, sensors, fuel and water pumps; adjusts voltage and current control units, and cleans or replaces filters, battery cables, and engine components.
- ❑ Maintains and repairs electrical systems such as lighting and power fixtures, wiring, fire or water alarm systems, and emergency power systems. Installs outlets, switches, light fixtures, regulators, and circuit breakers. Following instructions from a certified electrician, performs limited diagnostic checks on electrical equipment, and basic repairs to generators and electric motors. Assembles, repairs, modifies, replaces, and installs electrical components and performs basic tests for shorts, continuity, resistance, voltage, opens, insulation breakdowns, grounds, and defective wiring and connections. Replaces faulty connections, and bench tests simple components. Work is checked by a certified electrician, or complies with local code inspections. The employee may be required to meet local electrician standards, or comply with National Electrical Code or Uniform Building Code licensing standards or certification.
- ❑ Operates heavy equipment such as front-end loader, grader, or bulldozer to move materials such as sand, gravel, earth, or refuse. Maneuvers material to build dams or dikes, cover or fill pits and ditches, or place in dump trucks. Clears brush, rocks, and tree stumps. Adjusts attachments on equipment to proper level, angle, or depth. Work is usually done on flat or rolling terrain. Uses equipment to remove snow or ice. Performs operator maintenance on equipment.
- ❑ Performs routine preventive maintenance on heating systems and refrigeration and air-conditioning units. Examines and operationally tests electronic, pneumatic, and mechanical systems for proper operation, fluid levels, cycling, and unusual noises.

Removes, replaces, and repairs defective components. Adjusts equipment controls, such as temperature sensors, thermostats, and leak detectors. Tests unit upon completion of maintenance to ensure equipment and systems operate as intended. Tests pressure and temperature of refrigeration and refrigerant distribution systems. Work is checked by a certified electrician, or complies with local code inspections. The employee may be required to meet local electrician standards, or comply with National Electrical Code or Uniform Building Code licensing standards or certification.

- ❑ Plans and performs welding and sheet metal construction. Using hand or power tools, makes, assembles, or repairs items using rivets, bolts, or seaming, or welds or solders edges together. Constructs or repairs such items as barriers across canals, platforms with railings, guttering, and braces. Performs electric resistance or manual welding processes to join parts and components of metal structures or equipment such as tanks, platforms, scaffolds, and ladders. Follows current welding guides or instructions from a higher graded worker. May be required to meet local welding certification standards.
- ❑ Follows safety practices and procedures following established safety rules and regulations, and maintains a safe and clean work environment. Uses and assures proper fit of required safety equipment and clothing. Follows Federal and state rules when storing, using, handling, labeling, and disposing of hazardous materials in accordance with environmental standards. Keeps work area clean and orderly.
- ❑ Uses and maintains tools and equipment, records inventory and maintenance, and reports or documents equipment damage or loss.
- ❑ Trains and demonstrates work methods for volunteers performing maintenance tasks. Ensures work crews follow safety procedures.
- ❑ Documents actions as required in computer systems.

### **III. SKILL AND KNOWLEDGE:**

-- Knowledge of natural resource protection sufficient to plan and coordinate work to avoid any adverse impact on habitat or natural resources.

– Knowledge, skill, and ability to repair, maintain, and operate a variety of equipment, hand and power tools, and test equipment.

-- Ability to apply shop mathematics and use measuring tools or instruments, and to follow oral and written instructions, to use drawings, sketches, schematics, and blueprints, and to determine work procedures and details of work layout.

– Knowledge of safety rules and regulations and procedures to safeguard tools and equipment.

-- Ability to obtain required certification and licenses.

- ❑ Knowledge of the functions and placement of a variety of vehicle parts and components, systems, and accessories, and skill to remove and replace vehicle parts, perform tune-ups, set timing, and clean components.
- ❑ Practical knowledge of electrical and mechanical principles, and familiarity with trade practices to disassemble, repair, reassemble, and test electrical equipment and components, and of proper operation of fixtures, wiring, and controls such as light switches, circuit breakers, fuses, relays, and outlets, and to identify various electrical components, types and sizes of wires, connectors, and plugs.
- ❑ Knowledge of the standard methods of combustion, heat transfer principles, fuel and refrigerant characteristics, and refrigeration principles to install, repair, test, and maintain heating, ventilation, refrigeration, and air conditioning units and systems components.
- ❑ Basic knowledge of mechanical, electrical, and hydraulic theories in relation to heavy duty vehicles.
- ❑ Knowledge to set up and operate welding equipment to weld commonly used metals, and to obtain the desired penetration, strength, and weld bead dimensions.

#### **IV. RESPONSIBILITY:**

The supervisor or a higher-graded worker assigns work through written or oral instructions. The employee selects tools, decides on methods to use, and carries out the work with little review during its progress. Routine repair and maintenance are accomplished independently. The employee keeps track of an adequate supply of bench stock tools, supplies, parts, and equipment; maintains tools, and keeps work space clean and orderly. Completed work is checked by the supervisor for adherence to instructions. Maintains current required licenses or certification. The employee is expected to be responsible for own safety and that of co-workers and visitors, and to plan or coordinate work so resources are not harmed.

#### **V. PHYSICAL EFFORT**

Makes repairs inside and outside and in hard-to-reach, uncomfortable places. Worker must stand, stoop, bend, kneel, climb, stretch, and work in tiring and uncomfortable positions, and frequently lifts parts and equipment weighing up to 40 pounds or over with assistance. Employee uses lifting and safety equipment as necessary.

#### **VI. WORKING CONDITIONS**

Work is performed indoors and outdoors in adverse weather conditions, near running water, and in locations presenting noise, fumes, or dusty, greasy, dirty environments. Employee works around moving vehicles and equipment. To reduce dangers from working hazards, the employee follows prescribed safety practices and uses safety equipment such as safety glasses, hard-toe shoes, respirators, hard hats, and fire retardant gloves. Duties are performed in a manner consistent with U.S. Fish and Wildlife safety policies.

## **VII. Other Conditions:**

- Shift work may be required.
- Emergency overtime may be required.
- The employee may be required to work other than normal duty hours, which may include evenings, weekends, and holidays.
- Position requires the ability to discern colors, contrast, and depth.
- Position requires a valid operator's or commercial license to operate heavy equipment.
- The employee is required to wear the FWS uniform in accordance with Part 041 of the Fish and Wildlife Service Manual.
- The employee is required to live in government housing on the Refuge.