

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S000050

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input checked="" type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		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 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"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code	
14. Agency Use				15. Classified/Graded by		16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)	

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	Maintenance ^{Worker} Mechanics CK	WG	4749	7		
e. Recommended by Supervisor or Initiating Office						

18. Department, Agency, or Establishment: Department of the Interior
 a. First Subdivision: U.S. Fish and Wildlife Service
 b. Second Subdivision: Region
 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
 Signature _____ Date _____
 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 U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.
 Typed Name and Title of Official Taking Action
 Signature _____ Date _____
 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
 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-057 CK (7/8/11)
 Approved for Service-wide Use
 Neal Inge 4-28-03

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

NSN 7540-00-834-4265 Previous Edition Usable 5008-106 OF 8 (Rev. 1-85) U.S. Office of Personnel Management FPM Chapter 295
 8/6/10: Title correction based on prescribed titles at grade 8 and below as maintenance workers. CKing, R9

**POSITION DESCRIPTION
MAINTENANCE WORKER**

WG-4749-07

I. INTRODUCTION:

The primary purpose of this position is to perform a variety of maintenance and repair work on equipment, facilities, and grounds at National Wildlife Refuges or Fish Hatcheries. The position may assist higher-graded maintenance or trades workers, perform intermediate trades work independently, and perform lower level duties.

II. MAJOR DUTIES:

Typical but not all inclusive work may include the following:

- ❑ Performs minor construction and repair on existing structures involving standard measurements, specifications, instructions, and basic shop mathematics. Constructs, installs, or repairs items such as framing, scaffolds, panels, bins, pallets, concrete forms, dry walls, sheathing, and roof decking. Plans, measures, and lays out material according to measurements and specifications. Uses and maintains power and hand tools such as hammers, hand saws, drills, planes, routers, power nailers, etc.
- ❑ Operates government owned or leased vehicles such as cars, vans, and pick up or heavier trucks such as platform trucks, van trucks, stake trucks, trash/garbage trucks, water spreaders, flat bed, or dump trucks weighing up to 32,000 pounds and typically equipped with air brakes. May operate a large fish transportation and distribution truck, prepare loads of fish by weighing using a scale or water displacement method, and operate special fish life support systems such as water circulation, refrigeration, or aeration devices. Drives over rough, uneven terrain or unimproved roads and exercises caution when backing to load or unload at docks, ramps, or similar locations. Determines manner and sequence of loading to achieve balance and protection for fragile items. May operate power take-off equipment such as hydraulic dumps or lifts. Performs operator maintenance, maintains required records. Follows safety rules and state laws. A current drivers' license is required. Depending on state law, a commercial drivers' license or other certification may be required.
- ❑ Prepares surfaces for painting or coating by scraping, wire brushing, masking, spackling, and sanding surfaces. Prepares surfaces so coating adheres properly, protects surroundings by covering items. Mixes coating materials following directions. Applies coating materials such as primers, paints, varnishes, and shellacs, using standard application techniques and ensures the finish meets surface protection requirements. Uses and maintains tools such as brushes, rollers, spray guns, compressors, and common hand and power tools. Documents type of coating material used and date applied.

- Locates and repairs utility systems by removing, cleaning, replacing, packing, and sealing defective parts of utility, supply, irrigation, water valves, fish tank pumps, filters, water sterilization equipment, and disposal systems such as dirty traps, sections of broken pipe, and leaky drains using existing routes, openings, hangers, and levels. Connects components to installed systems such as water heaters, disposal units, and faucets. Checks operation and performs preventive inspections of existing systems. Uses and maintains tools such as tapes, rules, hacksaws, hand and power pipe threaders and cutters, packing and caulking irons, and pipe wrenches. Monitors and documents quality and quantity of water flow. Documents and tracks utility system changes.
- Operates farm-type tractors and loaders using towed or attached equipment on steep or rough uneven terrain. Operates equipment such as earth augers, front-end loaders and rear blades, snow removal equipment, seeders, fertilizer and plow spreaders, various mowers, sweepers, and front-end forks. Operates tractor and manipulates equipment controls simultaneously, while compensating for rough terrain. Operates equipment to close tolerances, and maneuvers to prevent overturning. Digs, loads, sprays, clears brush, and mows to clear paths and roads, and performs other grounds maintenance activities. Removes snow and ice, plants grass and other seed, controls erosion, cuts fire control lines, or builds dams and dikes on rough terrain, steep hills, slopes, or unstable ground. Performs and documents operator maintenance.
- 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, state, and FWS environmental standards and rules when storing, using, handling, labeling, and disposing of hazardous materials in accordance with environmental standards. Uses and maintains tools and equipment, records inventory and maintenance, and reports or documents tool or equipment damage or loss.
- Plans and coordinates work to eliminate harm to habitat and natural resources.
- May assist higher graded workers as required.
- Maintains records and documents actions as necessary and as required in computer systems.

III. SKILL AND KNOWLEDGE:

- Knowledge of natural resource protection sufficient to plan and coordinate work to eliminate any adverse impact on habitat or natural resources.
- Ability to read and interpret instructions, drawings, blueprints, sketches, and work orders, and to add, subtract, multiply, divide, and work with simple fractions.
- Ability to use and maintain power and hand tools and related equipment.

- Knowledge of safety regulations, practices, and procedures.
- Skill to operate and maintain hand and power tools and equipment.
- Ability to document activities in computer systems as required.
 - ❑ Knowledge of carpentry and basic shop mathematics to plan, lay out, measure, cut, construct, and install materials according to dimensional requirements and specifications where fit and accuracy are within specified tolerances.
 - ❑ Knowledge of Federal, state, and local safety and traffic rules and regulations for safely operating vehicles, and ability to perform operator maintenance. A current drivers' license is required. A commercial drivers' license or other certification may be required.
 - ❑ Knowledge of and skill in operating one or more gasoline, diesel, or electric powered wheeled vehicles, including operating air brakes, power take-off equipment, and other accessories and attachments.
 - ❑ Knowledge of standard surface preparation and coating methods and techniques.
 - ❑ Ability to discern colors.
 - ❑ Knowledge of standard plumbing methods and techniques including knowledge of flow and drainage, and skill in installing, checking operation, and making repairs to existing water and sewage systems.
 - ❑ Knowledge of the operating characteristics of tractors and of towed or attached equipment and skill in manipulating the controls to adjust attachments and connections while compensating for rough terrain features.
 - ❑ Skill and ability to perform operator maintenance on tractors and equipment.

IV. RESPONSIBILITY:

The employee receives assignments from the supervisor either orally or through written work orders and sketches, usually on a project basis. The employee reviews work to be done, determines material and tools and techniques to be used, and selects work methods or processes necessary to complete the work. Employee uses judgment concerning safe and economical equipment operations, and obeying safety regulations. Work may be spot checked for compliance with instructions, and other required objectives, and documentation of activities. 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. A higher graded worker or the supervisor gives advice on unusual problems and checks to see that completed work meets requirements of approved trade standards and instructions. Duties are performed in a manner consistent with U.S. Fish and Wildlife safety policies.

V. PHYSICAL EFFORT:

The employee frequently is required to perform heavy lifting and exerts considerable physical effort while using hand and power tools. Work requires extensive leg, arm, and hand movement, standing, stooping, walking, bending, climbing, and kneeling, and work in tiring and uncomfortable positions. The employee frequently lifts, carries, and sets up parts and equipment weighing up to 40 pounds unassisted, and over 40 pounds with assistance. The employee uses jacks, pulleys, dollies, or other lifting and carrying devices. Work may be from ladders, scaffolding, platforms, or high places, and in hard-to-reach places.

VI. WORKING CONDITIONS:

The employee works outside in all kinds of weather frequently exposed to running water, fumes, dust, grease, and dirt, and moving parts of equipment and machinery. Employee is regularly exposed to the possibility of cuts, scrapes, and bruises, falls, falling material, or injury from equipment and hazards associated with power equipment or hazardous materials. The employee may be required to wear protective clothing, such as hard hats, steel-toed shoes, gloves, earplugs, safety glasses or goggles, masks, respirators, aprons, and other personal protective equipment.

VII. Other Conditions:

- Emergency overtime may be required.
- Shift work may be required.
- The employee may be required to work other than normal duty hours, which may include evenings, weekends, and holidays.
- The employee may be required to wear the FWS uniform in accordance with Part 041 of Fish and Wildlife Service Manual.
- The employee may be required to live in government housing on the Refuge.