

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S000055

2. Reason for Submission
 Redescription New Hdqtrs Field
 Reestablishment Other
 Explanation (Show any positions replaced)

3. Service
 Hdqtrs Field

4. Employing Office Location
various

5. Duty Station
various

6. OPM Certification No.

Updated SPD
Approved for Service-wide use

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Financial Statements Required
 Executive Personnel Financial Disclosure Employment and Financial Interest

9. Subject to IA Action
 Yes No

10. Position Status
 Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11. Position Is
 Supervisory
 Managerial
 Neither

12. Sensitivity
 1--Non-Sensitive 3--Critical
 2--Noncritical Sensitive 4--Special Sensitive

13. Competitive Level Code

14. Agency Use **7777**
BUS: ~~8000~~ **ck**

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	Engineering Equipment Operator	WG	5716	08		
d. First Level Review						
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 & 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.

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
FWS Standard for Engineering Equipment Operation, 5716, TS-4, 01/69

Typed Name and Title of Official Taking Action
S/Megan Dreher/

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.

Supervisory HR Specialist
Signature _____ Date _____

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier	CK	7/26/10								

24. Remarks **7/26/10: corrected BOS code. CKing, R9**
Risk = Low Drug Testing Required

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

Engineering Equipment Operator, WG-5716-08

MAJOR DUTIES

Operates a variety of gasoline or diesel powered engineering and construction equipment with wheeled or crawler-type traction and attachments. Work is generally performed on flat or rolling terrain where fine grades are not usually required. There may be some uneven characteristics due to habitat differences or artificial slopes such as dikes or roads.

Performs the following duties which are typical, but not necessarily all inclusive:

Operates crawler tractor in forested terrain in piling of slash, clearing brush, small trees, tree stumps, and rocks, and developing fire lanes. On areas where terrain is relatively flat and/or rolling, operates crawler tractor, or motor grader in rough grading of trails.

Operates front-end attachments to remove piles of dirt, to load trucks, or for the digging of earth or gravel.

Operates bulldozer, angle dozer, or other attachments to push refuse into an open pit or to fill in demolished building sites and cover with earth, to clean ditches, to fill holes in dikes, or to excavate ditches and ponds.

Operates farm tractors with auxiliary equipment for farming, mowing, maintaining dikes, and other related activities.

Keeps written maintenance records for all equipment operated. Keeps equipment logbooks up-to-date at all times. Inputs equipment service and maintenance data in Service Asset Maintenance Management System (SAMMS) database.

The following may apply, when checked:

Performs tasks involved with biological census work, building maintenance, and other miscellaneous duties not requiring any special skill, training, or experience.

Controls wildland fires. Operates crawler tractor on fire line construction and opens fire lanes, piles dirt, brush, etc.

TYPES OF EQUIPMENT USED:

Operates the following equipment: Dozers (up to D-6 size) with implements; loader (front end); loader/backhoe; dump truck; straight truck (hauling small equipment); truck/tractor (hauling large equipment); and farm tractors with implements.

WORK SPECIFICATIONS:

Conducts disking, chopping, mowing, rotovating, digging, loading and leveling to a rough grade for the purpose of ditch cleaning, culvert installation, creating and maintaining trails and fire breaks, patching potholes, piling slash and various other purposes.

MAINTENANCE AND REPAIR:

Services equipment by checking fluids, lubricating, and performing safety checks. Performs minor repairs which include replacement of hoses, belts, fuses, light bulbs, etc. that do not require dismantling large components of the equipment such as radiators, hydraulic tanks, alternators, tracks, etc.

Services, checks, and fuels equipment and attachments before operation. Performs daily preventative maintenance and makes minor repairs and adjustments to equipment and attachments. This includes, but is not limited to, replacing chains and belts, cables, lubrication, oil and filter changes, battery checks, and safety inspections.

Skill and Knowledge

Skill and ability to operate one or more types of heavy equipment.

Knowledge of the controls for operating heavy equipment and attachments and skill in handling these controls to perform the work, e.g. good hand, foot, and eye coordination is required to operate various controls simultaneously.

Basic knowledge of the nature of the soil and features of the terrain to determine the proper approaches according to the conditions of surface and subsurface.

Knowledge of safety rules and regulations to ensure safe use of the equipment and prevent injury to self, coworkers, or property.

Basic knowledge of and ability to use computers in order to input maintenance data into database programs.

Responsibilities

The work consists of a variety of tasks. Work does not require grading surfaces to exact specifications. The employee is responsible for operating in a safe manner to avoid injury to others and damage to equipment. Oral or written instructions and/or work orders (via SAMMS) concerning the locations of the job, and the work to be done are given. The employee plans the approaches to the assignment and work is performed largely without direct supervision. Work may be spot-checked in progress or upon completion for conformance to instructions and quantity and quality of work accomplished.

Physical Effort

Considerable physical effort is required in the operation of the equipment and attachments. Considerable strain can be caused by the constant vibration of the equipment and the jolting received from operation of the equipment over rough surfaces. Location of the controls and attachments frequently requires working in awkward or strained positions.

Working Conditions

Work is performed in all types of weather, often in an open driver's seat. The employee is exposed to injury due to the possibility of equipment overturning and is subject to noise, vibration, dust, and fumes from machinery. Caution must be exercised to prevent injury caused by moving machinery or breaking cables.

CONDITIONS OF EMPLOYMENT:

Wears the Service uniform according to policy.
Commercial Drivers License (CDL) is required.
Drug Test is required.