

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S000085

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input 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.	
Explanation (Show any position replaced) SPD				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 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 Sensitive <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. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Tractor Operator	WG	5705	5		
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

a. First Subdivision

U.S. Fish & 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

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

Tractor Operator, 5705, TS-62, 1/92; Maintenance Mechanic, 4749, TS-30, 5/74

Standard PD

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.

Typed Name and Title of Official Taking Action

Signature _____ Date _____

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

24. Remarks

FPL: _____ Medical: _____

BUS: _____

DRUG: _____

Neal Ange 4-28-03

APPROVED FOR SERVICEWIDE USE

Tractor Operator, WG-5705-5

Major Duties

Operates gasoline or diesel powered tractors that are 75 horsepower - 100 horsepower and weigh 7,000 - 12,000 gross vehicle weight.

Operates tractor-towed mower and boom ax to trim overhanging branches in order to create fire breaks on refuge properties.

Mows grass and weeds along river banks; in wooded, range, and marshy areas; along roadways; and near open fields. Controls attached equipment from the seat of the tractor using hydraulic and/or mechanical systems. Terrain varies from level to gently rolling.

Performs limited operator maintenance such as checking and replacing fluids, hoses, tires, batteries, and fittings.

Operates hand tools and small two cycle engines, such as chain saws, weed eaters, portable pumps, and lawn mowers.

Skill and Knowledge

Knowledge of operating characteristics of equipment, such as towing capacity, height, width, and turning radius.

Skill in starting, stopping, and maneuvering tractor and towed equipment.

Knowledge of the location of grease fittings and fluid reservoirs in order to grease tractors and attachments and replenish oil, fuel, hydraulic fluid, coolant, et cetera.

Understanding of safe operating procedures. Complies with safety and occupational health requirements.

Knowledge sufficient to judge clearances, heights, and turning angles of tractors and towed vehicles.

Level of Responsibility

Assignments are given orally and in writing. Maps or directions to work sites are provided. Any special anticipated problems and the need for contact with landowners are addressed when work is assigned.

Physical Effort

There is frequent bending, stooping, stretching, and lifting of heavy items normally weighing up to 50 pounds. Employee is subjected to jolting action caused by the equipment being driven over uneven terrain.

Working Conditions

Employee is exposed to extremely hot, frequently dusty and noisy conditions, as well as to grease and dirt. Wears long pants, safety shoes, glasses, hard hat, or other safety clothes as necessary.

Conditions of Employment

Wears the U.S. Fish and Wildlife Service uniform.

Must possess a valid State driver's license.

A medical is required.

CLASSIFIER'S EVALUATION ON WAGE GRADE POSITION

Position Title and Grade: Tractor Operator, WG-5705-5

In grading this position, the following series were used for evaluation: Tractor Operator, 5705; and Maintenance Mechanic, 4749.

The employee in this position operates gasoline or diesel powered tractors that are 75 horsepower - 100 horsepower and weigh 7,000 - 12,000 gross vehicle weight. The employee operates tractor-towed mower and boom ax to trim overhanging branches in order to create fire breaks. Mows grass and weeds along river banks, in wooded, range, and marshy areas, along roadways, and near open fields. Controls attached equipment from the seat of the tractor using hydraulic and/or mechanical systems. Terrain varies from level to gently rolling. Performs limited operator maintenance such as checking and replacing fluids, hoses, tires, batteries, and fittings. Operates hand tools and small two cycle engines, such as chain saws, weed eaters, portable pumps, and lawn mowers.

The employee must have: knowledge of operating characteristics of equipment such as towing capacity, height, width, and turning radius; skill in starting, stopping, and maneuvering tractor and towed equipment; knowledge of the location of grease fittings and fluid reservoirs in order to grease tractors and attachments and replenish oil, fuel, hydraulic fluid, coolant, etc.; understanding of safe operating procedures; and knowledge sufficient to judge clearances, heights, and turning angles of tractors and towed vehicles.

Assignments are given orally and in writing. Maps or directions to work sites are provided.

The work involves frequent bending, stooping, stretching, and lifting of heavy items normally weighing up to 50 pounds. The employee is subjected to jolting action caused by the equipment being driven over uneven terrain. The employee is exposed to extremely hot, frequently dusty and noisy conditions as well as to grease and dirt.

Note: After review of this position description, and application of appropriate Classification Standards, it is the classifier's decision that this position is appropriately classified as a Tractor Operator, WG-5705-5.


Classifier's Signature

10/1/02
Date

APPROVED:

Beard Auge

DATE

4-28-03