

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. **VQ26**

2. Reason for Submission: Reestablishment New Reestablishment Other

3. Service: Hdqtrs Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

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 2-Noncritical Sensitive 3-Critical 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	MAINTENANCE WORKER	NA	4749	06	<i>[Signature]</i>	8/12/04
d. First Level Review						
e. Recommended by Supervisor or Issuing Office						

16. Organizational Title of Position (if different from official title): **MAINTENANCE WORKER**

17. Name of Employee (if vacant, specify):

18. Department, Agency, or Establishment: **DEPARTMENT OF THE NAVY**

a. First Subdivision: **Fourth Subdivision**

b. Second Subdivision: **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: **MARIO TREVINO, VQ PROGRAM MANAGER**

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional):

21. Classification/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

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 FLRA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review

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

24. Remarks

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

MAINTENANCE WORKER

NA-4749-08

INTRODUCTION

This position is located in the Visitors Quarters (VQ) operation at *NAME OF COMMAND*. The purpose of this position is to execute maintenance-related tasks requiring the use of skills associated with a variety of trades such as carpentry, electrical, plumbing and other trades.

MAJOR DUTIES

The incumbent is responsible for a variety of semi-skilled and unskilled tasks involving standard methods related to the operation and maintenance of physical plant facilities.

Incumbent performs work in at least two of the following trades in the maintenance and repair of buildings and related fixtures:

Plumbing: Makes plumbing repairs to sinks, faucets, commodes, tanks, urinals, P-traps, shut-off valves and water supply that can be accomplished by removing, cleaning, resealing, replacing defective parts or units. Installs water heaters, garbage disposals, faucets and sinks.

Air Conditioning: Recognizes cause of faulty equipment and makes repairs on a variety of air condition units.

Electrical: Repairs are accomplished by removing, replacing, tightening, splicing, soldering and insulating defective wiring, controls, equipment and fixtures such as broken and bare wiring, burned out switches and relays, loose connections and fittings, damaged light fixtures and poorly operating thermostats. Replaces fluorescent and incandescent bulbs and tubes.

Carpentry: Measures, cuts and constructs or repairs wood or wood substitute items. Performs basic carpentry repairs such as repair/replace screens, window and door frames, molding and trim. Repair and replace drywall and similar products.

Painting: Performs standard coating methods such as brushing, rolling and spraying and ensure surfaces are fully coated, protected and free from drips and runs.

Performs other related duties as assigned.

SKILLS AND KNOWLEDGE

Two years of experience that demonstrates knowledge in the applicable combination of trades sufficient to perform the duties of the position.

Knowledge of safety and environmental rules and regulations concerning procedures, equipment, commonly used chemicals and basic safety is required.

Must be able to communicate clearly and effectively both verbally and in writing with management, staff and guests.

Must have the ability to do the work with normal supervision.

RESPONSIBILITY

The incumbent performs duties under the direct supervision of the Maintenance Coordinator or VQ Site Manager who assigns work, approves leave and evaluates performance of the incumbent. Work is spot-checked on a daily basis. Work is evaluated in terms of quality, efficiency and adherence to established standards and procedures. Work is performed independently and is generally repetitive in nature. Guidance and assistance must be requested for unusual problems or unprecedented situations.

PHYSICAL EFFORT

This position is required to do considerable standing, bending, walking, pushing, pulling and climbing. Must have ability to perform moderately strenuous physical labor as unassisted lifting, moving and carrying of supplies and equipment weighting up to 100 pounds is required. May be required to climb/descend ladders or stepladders.

WORKING CONDITIONS

Work is primarily performed both indoors and outdoors. Incumbent is subject to hot/cold weather, sun, rain, dirt, dust and sometimes to vapors and fumes. Personal Protective Equipment (PPE) is provided, used and if issued, worn appropriately.

SPECIAL REQUIREMENTS

This position is subject to the possibility of workdays on weekends and holidays. In order to verify fitness for

duty, a complete physical examination at a military medical facility may be required.

Must possess a valid state driver license, as travel to other VQ facilities may be required within the normal scope of duties.

This position is subject to a satisfactory background check.

The incumbent is expected to work towards and obtain certification in maintenance.