

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

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service		4. Employing Office Location		5. Duty Station		1. Agency Position No.		8. 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 (Ch)		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	MOTOR VEHICLE OPERATOR	NA	5703	05	W	10/4/04
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)  
Driver

18. Department, Agency, or Establishment DEPARTMENT OF THE NAVY	c. Third Subdivision
a. First Subdivision	d. Fourth Subdivision
b. Second Subdivision	e. Fifth Subdivision

Signature of Employee (optional)

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 LODGING PROGRAM MGR

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: *Mario Trevino* Date: 9/30/04

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

24. Remarks

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

MOTOR VEHICLE OPERATOR  
Driver  
NA-5703-

I. INTRODUCTION

This position is located in the Visitors Quarters (VQ) operation at *NAME OF COMMAND*. The primary purpose of this position is to operate vehicles such as step van/box trucks, vans, sedans, station wagons, and pick-up trucks to pickup and distribute linen between VQ operations and the laundry facility. On occasion, passengers and/or equipment may be transported to designated locations.

II. MAJOR DUTIES

The incumbent will operate vehicles with an approximate vehicle weight of 15,000 pounds. The vehicles are driven on the bases of specific trip assignments or regularly established routes. The incumbent will be held responsible for upholding local and state traffic regulations and US Navy rules and regulations while operating government vehicles over Federal, State, county and city streets/roads in all traffic conditions.

Duties include but are not limited to: transporting linen, personnel, supplies and/or equipment in support of VQ operations; loading vehicles and properly securing loads to prevent movement or damage in transit; check material loaded or delivered against various documents to prevent errors; certify the condition of the items and obtain signatures from receiving personnel and unload vehicle at destination. Sort, log and deliver items.

Incumbent is responsible for operator maintenance on all vehicles operated including but not limited to checking gas, monitoring fluid levels (washer fluid, oil, etc.), checking tire pressure, battery, lights, brakes and maintaining the cleanliness of assigned vehicle. Submit request for tune-ups and/or needed repairs. Report any problems to the supervisor.

Must have basic working knowledge to operate a computer, with the ability to complete trip tickets, preventative maintenance records and accident reports.

Performs other related duties as assigned.

III. CONTROL OVER POSITION

Works under the general supervision of the designated Manager/Supervisor who provides specific instructions either

verbally or written. Vehicle is intermittently spot-checked for abuse and accomplishment of preventive maintenance.

#### IV. KNOWLEDGE OR SKILLS REQUIRED

- Ability to physically lift and carry packages weighing up to 75 pounds.
- Ability to read and understand road maps and determine the shortest and safest route.
- Knowledge of defensive driving techniques.
- Ability to maintain reports and records.
- Ability to communicate effectively and follow verbal or written instructions.
- Knowledge and skill to conduct preventive maintenance of vehicles.

#### V. PHYSICAL EFFORT

Moderate effort is used in operating the controls of the vehicle. Considerable effort may be required to change tires and make limited emergency repairs. May be required to perform moderate lifting up to 75 pounds, hand truck or dolly may be used for heavier lifting. Truck may be equipped with a hydraulic lift gate to move larger laundry carts and heavier loads.

#### VI. WORKING CONDITIONS

Works inside and outside and is occasionally exposed to inclement weather. Is exposed to the possibility of accidents while driving. Subject to cuts, bruises and other injuries as a result of routine maintenance or vehicle or accidents while unloading/loading a vehicle.

#### VII. 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.