

POSITION DESCRIPTION (Please Read Instructions on the back)										1. Agency Position Number S0259					
2. Reason for Submission NEW		3. Service		4. Employing Office Location			5. Duty Station			6. OPM Certification No					
Explanation		7. Fair Labor Standards Act Non-exempt			8. Financial Statements Required			9. Subject to IA Action YES							
		10. Position Status		11. Position is NON-SUPERVISORY	12. Sensitivity 1 - Nonsensitive/Low		13. Competitive Level Code 100		14. Agency Use						
		15. Drug Test Required NO					16. ADP Status NO								
17. 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		Laborer				W/G		3502	1	I P	11/23/2004				
d. First Level Review															
e. Recommended by Supervisor or Initiating Office															
18. Organizational Title of Position (if different from official title)						19. Name of Employee (if vacant, specify)									
20. Department, Agency or Establishment U.S. DEPT. OF THE INTERIOR						c. Third Subdivision									
a. First Subdivision U.S. GEOLOGICAL SURVEY						d. Fourth Subdivision									
b. Second Subdivision						e. Fifth Subdivision									
21. Employee Review- This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)									
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. Name and Title of Supervisor Mark Sogge, Acting Deputy Director, USGS						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)									
Signature /s/ Mark Sogge,				Date July 30, 2015		Signature				Date					
23. Classification/Job Grading Certification <i>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.</i>						24. Position Classification Standards Used in Classifying/Grading Position WG-3502, FWS JGS for Laboring									
Typed Name and Title of Official Taking Action Lorilee Penn, Human Resources Specialist						Information for Employees <i>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.</i>									
Signature Lorilee Penn /s/				Date 11/23/2004											
25. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date				
a. Employee (Optional)															
b. Supervisor															
c. Classifier															
26. Remarks															
27. Description of Major Duties and Responsibilities (See Attached)															
NSN 7540-00-634-4265				Previous Edition Usable				5008-106				OF 8 (Rev. 1-85) U.S. Office of Personnel Management FPM Chapter 295			

Major Duties

Incumbent performs tasks that require light to moderate physical effort and the ability to use simple hand tools. Duties involve little or no specialized skill or prior work experience. Such tasks include but are not limited to the following: unpacks, moves, and arranges furniture, supplies and equipment; assembles and disassembles shelving and storage containers; shovels snow; cuts and clears small trees and brush along roads, fences, etc; digs ditches using a shovel and pick; washes and waxes cars and trucks manually; mops, vacuums, waxes and buffs floors; cleans rest rooms and empties trash cans; and, cleans and stores field equipment.

SKILL AND KNOWLEDGE

Knowledge and ability to perform simple manual tasks and follow oral/written instructions. Ability to work safely, lift and move light to medium weight objects, and use industrial cleaners. Ability to safely use simple tools/equipment such as rakes, shovels, hammers, and hand trucks.

RESPONSIBILITY

The supervisor provides specific instructions for new assignments and frequently checks the work. Routine work is performed with minimal oversight, however the employee is expected to conduct work in a manner to insure own safety, the safety of others and to identify and report hazardous situations.

PHYSICAL EFFORT

Work requires light to moderate physical effort such as frequent lifting and carrying objects weighing 10 to 30 pounds. Occasionally lifts and carries objects weighing up to 45 pounds. Work regularly involves walking, bending, stooping, reaching, and standing for long periods of time.

WORKING CONDITIONS

Work may be performed indoors or outdoors. While working outdoors the employee may be exposed to all kinds of weather conditions including rain, snow, heat, and cold. Indoors the employee may be exposed to drafts, noise, and dust. The work involves the chance of incurring minor injuries such as bruises, cuts and scrapes.