

POSITION DESCRIPTION (Please Read Instructions on the back)								1. Agency Position No S0261			
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					WG	3502	2	L . 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)					
<p>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.</p>											
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)											

3502,Laborer,WG-02

Based on PD Tracking Number 0002293

PD Tracking Number 0002294

Major Duties

Incumbent performs a variety of tasks that require moderately heavy physical effort and the use of common hand tools and simple power equipment. Tasks include but are not limited to: loads and unloads trucks and other conveyances; opens heavy boxes and crates; stocks material for storage; moves and arranges furniture; operates hand and power mowers (walking type), weed trimmers, and steam cleaners; shovels snow, sand and debris; cuts and clears small trees and brush along roads and fences using an axe, brush hook, hand saw or similar hand tools; digs ditches and culverts by hand using picks and shovels; washes and waxes cars, boats, and trucks by hand or using a powered buffer; vacuums, mops, waxes, and buffs floors; empties trash cans; and washes windows and ceiling fixtures.

SKILL AND KNOWLEDGE

Knowledge and ability to perform several distinct tasks. Ability to work safely and to lift and move moderately heavy objects (40-50 pounds). Knowledge and skill to use various hand tools (hatchets, handsaws, clippers, etc.) and to operate and perform routine maintenance on simple power tools and equipment (lawn mowers, leaf blowers, trimmers, etc.).

RESPONSIBILITY

The supervisor provides specific oral and written instructions for new tasks. The employee independently performs recurring duties adhering to established schedules and designated time frames. Exercises care and follows proper safety procedures in completing the work assignment and in the use of tools and equipment. In some locations work may be performed around live animals requiring special consideration of their safety and well-being. Completed work is reviewed for compliance with instructions and established practices.

PHYSICAL EFFORT

Work requires moderately heavy physical effort such as frequent lifting and carrying objects weighing 40 pounds and occasional lifting and carrying of objects weighting up to 50 pounds. Work regularly involves walking, bending, stooping, reaching, standing for long periods of time, and pushing heavy items on carts or dollies.

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.