

POSITION DESCRIPTION (Please Read Instructions on the back) 1. Agency Position No
S0262

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	3	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)
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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 OFFICE OF THE DIRECTOR	e. Fifth Subdivision

21. Employee Review- This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)
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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	Signature
Date July 30, 2015	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
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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								
a. Employee (Optional)										
b. Supervisor										
c. Classifier										

26. Remarks

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

3502,Laborer,WG-03

Based on PD Tracking Number 0002289

PD Tracking Number 0002290

Major Duties

Incumbent performs tasks that require very heavy physical effort and the use of heavy power equipment and common hand tools. Tasks include but are not limited to: moves heavy freight, furniture, machinery, supplies, equipment and other very heavy items by use of hand trucks or other moving equipment; packs, loads, and/or unloads heavy bulky materials, equipment, and boxes delivered to the facility; operates heavy-duty power mowers, weed trimmers, tillers, chain saws, pallet jacks, powered snow blowers, high-pressure sprayers, floor buffers and steam cleaners. Cleans, oils, lubricates, and performs adjustment on power equipment.

As an incidental duty the incumbent may shovel snow, sand and debris; cut and clear small trees and brush along roads and fences; wash and wax cars, boats, and trucks by hand or using a powered buffer; vacuum, mop, wax, and buff floors; empty trash cans; and, wash windows and ceiling fixtures.

SKILL AND KNOWLEDGE

Knowledge and ability to perform tasks requiring prior training or experience in addition to manual skill. Ability to complete assignments involving a sequence of tasks and follow oral and/or written instructions. Skill and ability to lift and move heavy loads. Ability to safely operate, control, clean and perform routine operator maintenance on heavy power equipment (e.g., power mower, pallet jack, electric hand truck, chain saw, jackhammer, etc.).

RESPONSIBILITY

Assignments are provided in general terms with more detailed instructions and/or direct supervision provided for special assignments. The employee independently performs routine work seeking assistance and using appropriate equipment or safety devices when lifting or moving very heavy objects. Exercises care and follows safety procedures in completing the work assignment and when operating heavy power tools and equipment. In some locations work may be performed around live animals requiring special attention and consideration for their safety and well-being. Work is randomly checked for timeliness, work practices, and compliance with instructions.

PHYSICAL EFFORT

Work requires very heavy physical effort such as frequent lifting and carrying objects weighing 50 pounds. Work regularly involves walking, bending, stooping, reaching, and standing for long periods of time. Operates heavy equipment such as power mowers on grades and chain saws. Pushes heavy loads in wheelbarrows or on carts, dollies, or handtrucks.

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. Serious injuries may result from mishandling equipment and tools or from the performance of strenuous tasks. Protective clothing, eyewear, gloves, and safety shoes may be required for the safe performance of duties when working with power equipment, machinery, caustic cleaning agents and pesticides or when cleaning cages and handling animals.