

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

1. Agency Position No.

1697WFD

|   |  |   |  |   |  |   |  |
|---|--|---|--|---|--|---|--|
| 2. Reason for Submission<br><input type="checkbox"/> Description <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field<br><input type="checkbox"/> Establishment <input type="checkbox"/> Other<br>3. Service |  | 4. Employing Office Location  |  | 5. Duty Station<br>BOISE, IDAHO   |  | 6. OPM Certification No.  |  |
| 7. Fair Labor Standards Act<br><input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt  |  | 8. Financial Statements Required<br><input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest  |  | 9. Subject to IA Action<br><input type="checkbox"/> Yes <input type="checkbox"/> No |  | 10. Position Status<br><input type="checkbox"/> Competitive<br><input checked="" type="checkbox"/> Excepted (Specify in Remarks)<br><input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR) |  |
| 11. Position Is<br><input type="checkbox"/> Supervisory<br><input type="checkbox"/> Managerial<br><input checked="" type="checkbox"/> Neither   |  | 12. Sensitivity<br><input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical<br><input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive |  | 13. Competitive Level Code<br>ENL   |  | 14. Agency Use  |  |

| 15. Classified/Graded by                          | Official Title of Position | Pay Plan | Occupational Code | Grade | Initials | Date     |
|---|----------------------------|----------|-------------------|-------|----------|----------|
| a. Office of Personnel Management                 | ELECTRONICS MECHANIC       | WG       | 2604              | 10    | GAH      | 4-1-1999 |
| b. Department, Agency or Establishment            |                            |          |                   |       |          |          |
| c. Second Level Review                            |                            |          |                   |       |          |          |
| d. First Level Review                             |                            |          |                   |       |          |          |
| e. Recommended by Supervisor or Initiating Office |                            |          |                   |       |          |          |

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

17. Name of Employee (if vacant, specify)

|   |                       |
|---|-----------------------|
| 18. Department, Agency, or Establishment<br>NATIONAL GUARD BUREAU | c. Third Subdivision  |
| a. First Subdivision<br>STATE ADJUTANT GENERAL                    | d. Fourth Subdivision |
| b. Second Subdivision<br>ARNG                                     | e. Fifth Subdivision  |

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

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 | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) |
| Signature _____ Date _____                      | Signature _____ Date _____   |

|  |   |
|--|---|
| 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<br>U.S. OPM PCS ELECTRONICS MECHANIC,<br>WG-2604, FEB 1981 |
|--|---|

Typed Name and Title of Official Taking Action

GAYLE A. HINRICHS, CLASSIFICATION SPEC.

Signature: *Gayle Hinrichs* Date: 4-1-1999

| 23. Position Review    | Initials | Date |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) |          |      |          |      |          |      |          |      |          |      |
| b. Supervisor          |          |      |          |      |          |      |          |      |          |      |
| c. Classifier          |          |      |          |      |          |      |          |      |          |      |

24. Remarks  
COMPATIBLE MOS'S: 31/33/35/67

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

**a. INTRODUCTION:**

This position is located at a Major Training Range of an Army National Guard facility. Its purpose is to install, modify, overhaul, maintain, troubleshoot, and repair electronic equipment associated with the Enhanced Remote Target Systems (ERETS).

**b. DUTIES AND RESPONSIBILITIES:**

Troubleshoots, repairs, calibrates, and maintains various electronic target mechanisms, radio and audio visual systems. Uses a variety of test equipment to identify equipment problems and malfunctions, interprets diagrams, schematics, and service manuals, repairs and replaces electronic components such as transistors, capacitors, resistors and diodes. Determines if equipment malfunctions can be repaired or if new equipment is necessary. Develops preventive maintenance schedules and procedures. Maintains inventory of replacement parts and equipment. Orders, packs, ships, and stores parts, and test and repair equipment. Prepares bids and work orders for repairs and service.

Performs other duties as assigned.

**c. Skill and Knowledge:**

Disassembles, repairs, overhauls, modifies and fabricates a variety of electronic/electrical equipment such as electrical circuit test sets, cant angle sensor test unit, power monitor test set, power distribution boxes and a wide variety of cables and harness assemblies. Follows signal paths through wired circuitry as shown on blueprints, schematics and wiring diagrams, in order to fault, isolate and repair. Uses standard shop practices and procedures such as soldering for fabrication and repair of mechanical/electrical assemblies. Reads schematics and blueprints of assemblies to determine values, polarity and location of defective parts, determines proper test points for measuring values. Uses a variety of hand tools associated with the trade such as drills, chassis punches, torque wrenches, soldering equipment, meggets, volt-ohm meters, to replace/repair components.

**d. Responsibility:**

Work is performed under general supervision. Assignments are given in the form of work orders, inspection reports or verbal instructions. Plans work sequence, selects tools and repair parts and otherwise carries assignments through to completion, referring only unusual problems to supervisor. Work is subject to check in progress and upon completion for acceptability and adherence to instructions and established standards. Published guidance includes manufacturers' repair manuals, schematic layouts, block diagrams, technical orders and manuals and standard operating procedures.

**e. Physical Effort:**

Work assignments require light to moderate physical effort. Employees frequently lift, carry or handle items weighing up to 40 pounds. Occasionally they handle items greater than 40 pounds. Incumbent must work in a sitting position for extended periods. Frequent standing, walking, bending and stooping is required.

**f. Working Conditions:**

Work is performed inside of shops that are adequately heated, lighted and ventilated or in shop van at site where the weather elements are a factor. Is subject to injuries such as cuts, bruises and burns caused by electrical shock, RF energy and soldering irons. Ensures that hazardous materials/waste within work area are handled/processed within operating guidelines. Guidance for the proper handling of hazardous materials/waste is obtained through formal training efforts and specific guidance issued by the supervisor. Ensures that storage drums and other containers housing hazardous materials/waste are properly labeled and secured at all times. Reports any deficiencies to the supervisor. Properly disposes of hazardous materials/waste used/generated at the work site. Immediately notifies supervisor of any accident or spill and initiates response actions as directed by supervisor. Since exposure to hazardous materials/waste is possible, wears protective clothing and equipment (i.e., rubber boots, coveralls, goggles, aprons, gloves, respirator etc.) as situations warrant.

**EVALUATION STATEMENT**

1. Title, Series and Grade: Electronics Mechanic, WG-2604-10
2. Reference: OPM JGS for Electronics Mechanic, WG-2604, February 1981.
3. Determination of Series: Duties in subject position include work in the overhaul, maintenance and repair of a variety of electronic components. This work is within the coverage of the Electronics Mechanic, WG-2604 series as defined in reference.
4. Determination of Grade: Duties in subject position are compared as follows to reference standard for grading purposes.

Skill and Knowledge: These duties are compared to the WG-2604 series at the WG-10 level in that a mechanic is required to work on a wide variety of functionally independent equipment. In subject position incumbent installs, maintains, overhauls and repairs a variety of electronic components and related devices that are not combined and interrelated with other electronic equipment. The duties described are not comparable to the WG-11 level of reference standard because the components being repaired, installed etc. are essentially functionally independent, are not combined and interrelated with other electronic equipment and are of moderate complexity as opposed to the requirement that equipment be complex, have multiple functions and interrelated circuitry as specified at the WG-11 level of reference. This factor is allocated at the WG-10 level.

Responsibility: Incumbent receives verbal or written assignments, determines work methods, trade techniques and sequence of work to be employed to accomplish the assignments. Supervisor is available to provide guidance on unusually difficult problems. Work is subject to spot checks during progress and upon completion for complete functioning and accurate performance. Incumbent's responsibility in subject position is comparable to this factor at the WG-10 level of reference standard wherein employee independently determines the nature of trouble and extent of repair required on uncomplex electronic equipment, receives work assignments from a supervisor or higher grade mechanic in the form of oral instructions or written work orders. Employee determines work sequence and makes operational tests of components to assure proper operations. This factor is allocated to the WG-10 level.

Physical Effort and Working Conditions: These factors are the same as the WG-8, WG-10 and WG-11 levels of reference standard and are described at the WG-8 level of the standard. These factors in subject position match those described in the standard for all grade levels.

Based upon above, these duties are allocated to WG-10 level.

5. Conclusion: Electronics Mechanic, WG-2604-10.

Classifier: Gayle Hinrichs

Region: Idaho National Guard

Date: 1 Apr 99