

POSITION DESCRIPTION

1. Agency PDCN 80088 **D1356000**

2. Reason for Submission Redescription New Reestablishment Other Explanation (Show Positions Replaced)	3. Service HQ Field X	4. Empl Office Location	5. Duty Station	6. OPM Cert #
		7. Fair Labor Standards Act Not Applicable	8. Financial Statements Required Exec Pers Financial Disclosure Employment & Financial Interests	9. Subject to IA Action Yes X No
		10. Position Status Competitive Excepted (32 USC 709) X SES (Gen) SES (CR)	11. Position is Supervisory Managerial Neither X	12. Sensitivity Non-Sensitive Noncritical Sens Critical Sens Special Sens

15. Classified/Graded by
 a. US Office of Pers Mgt b. Dept, Agency or Establishment X c. Second Level Review d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Aircraft Pneudraulic Systems Mechanic	WG	8268	11	mhd	28 Feb 95

16. Organizational Title (If different from official title) _____ **17. Name of Employee** (optional) _____

18. Dept/Agency/Establishment - National Guard Bureau

a. First Subdivision - State Adjutant General
b. Second Subdivision -
c. Third Subdivision -
d. Fourth Subdivision -
e. Fifth Subdivision -

19. Employee Review. *This is an accurate description of the major duties and responsibilities of my position.* _____ Employee Signature /Date (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 related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor Signature _____ Date _____	b. Typed Name and Title of Higher-Level Supervisor/Manager (optional) Signature _____ Date _____
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<p>21. Classification/Job Grading Certification: <i>I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.</i></p> <p style="margin-left: 20px;">Typed Name and Title of Official Taking Action MARVIN H. DALLEY</p> <p style="margin-left: 20px;">Signature _____ Date xx xxx 94</p>	<p>22. Standards Used in Classifying/Grading Position USOPM JGS for Aircraft Pneudraulic Systems Mechanic, WG-8268,</p> <hr/> <p>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 OPM. Information on classification/job grading appeals is available from the personnel office.</i></p>
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23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)								
b. Supervisor								
c. Classifier								

24. Remarks:
 CRA95-1002

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

[1]

a. INTRODUCTION:

The purpose of this position is to serve as shop chief over a small organizational segment in a maintenance function with responsibility for the overall shop operation. One or more employees who perform work in the Aircraft Pneudraulic Systems Mechanic, WG-8268-10, occupation are assigned to the shop.

b. DUTIES AND RESPONSIBILITIES:

(1) Plans and lays out work to be accomplished in the shop which is then completed by the technician and lower graded mechanic(s). Determines approaches, methods and courses of action required to accomplish the mission of the shop in an effective and efficient manner. Independently determines appropriate maintenance procedures. Estimates time, equipment and material requirements. Devises and maintains plans and records. May provide recommendations and input to supervisor concerning personnel actions such as performance appraisals, awards, position description changes, disciplinary actions, and leave.

(2) Performs the full range of shop work.

(3) Implements safety regulatory requirements. Ensures that other workers in the shop wear appropriate safety equipment and follow pertinent safety precautions.

(4) Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. May be required to perform additional duties such as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operation, maintenance of facilities and equipment, or serve as a member of a team to cope with natural disasters or civil emergencies.

(5) Performs other duties as assigned.

c. SKILL AND KNOWLEDGE:

In addition to the knowledge and skills found at the journeyman level, the ability to plan and accomplish a functional shop maintenance program is essential. Requires skill in surveillance and troubleshooting techniques.

d. RESPONSIBILITY:

Supervisor provides general instructions, time frames, policies, and priorities; is available for technical guidance and assistance on unusual or controversial problems; and relies on the incumbent to control work operations and accomplish adequate quantity and quality of work. Incumbent determines approaches, methods and courses of action required to accomplish the mission of the shop in an

effective and efficient manner. Work is reviewed for efficient and economical accomplishment within priorities and control received.

e. PHYSICAL EFFORT:

Physical effort is the same as that required for other mechanic(s) in the shop.

f. WORKING CONDITIONS:

Working conditions are the same as for other mechanic(s) in the shop.

ADDENDUM TO PD# D1356000
Aircraft Pseudraulic Systems Mechanic, WG-8268-11

OTHER SIGNIFICANT FACTS:

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws. These tasks have no impact on the classification of this position and should NOT be addressed in any technician's performance standards.