

POSITION DESCRIPTION

1. Agency PDCN **80366000**

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced) 80077000 Machinist, WG-3414-12	3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	4. Empl Office Location	5. Duty Station	6. OPM Cert #
7. Fair Labor Standards Act Not Applicable		8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens	13. Competitive Level
14. Agency Use Dual Status ENLISTED				

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

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Machinist	WG	3414	12	gwh	29 Jan 2001

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 - ANG Flying Wing	c. Third Subdivision - Logistics Directorate d. Fourth Subdivision - Aircraft Maintenance Division e. Fifth Subdivision - Equipment Maintenance Branch

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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21. Classification/Job Grading Certification: 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. Typed Name and Title of Official Taking Action GARY W. HIGGS PERSONNEL MANAGEMENT SPECIALIST Signature _____ Date _____ // SIGNED // 29 Jan 2001	22. Standards Used in Classifying/Grading Position USOPM FWS Job Grading Standard for Machinist 3414,1/99; USOPM FWS Job Grading Standard for Welder 3703 TS-30, 5/74; USOPM FWS Job Grading Standard for Toolmaker 3416 TS-16, 4/71; NGB Job Grading Guide for Small Shop Chief Positions, 7/93 Information For Employees. 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.
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23. Position Review	Initials	Date								
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:
 Released from NGB-HR-Classification Activity, CRA 01-1002

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

25.

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 Machinist, WG-3414-11, occupation are assigned to the shop.

b. DUTIES:

(1) Plans and lays out work to be accomplished in the shop which is then completed by the technician and lower graded machinist(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:

Requires a broad comprehensive knowledge of various machining operations, accepted machine trade methods and techniques, and skill in using any of the conventional and/or computer numerical controlled (CNC) machine tools. Incumbent must also apply knowledge of a wide range of manual welding processes involving oxyacetylene, oxyhydrogen, and other industrial gases, as well as applying knowledge of various manual arc-welding processes. In addition to this knowledge and skill found at the journey-level, there is a requirement for the ability to plan and accomplish a functional shop maintenance program, which

is essential on this position. Also required is 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 EFFORTS:

Physical efforts involve climbing, stooping, standing, bending, stretching, and working in tiring and uncomfortable positions. Requires moderate to strenuous physical exertion including pushing and shoving. Lifts heavy equipment and components weighing up to 40 pounds; and with assistance, lifts items weighing over 50 pounds.

f. WORKING CONDITIONS:

Works inside and outside, in inclement weather, on icy, wet, and slippery ramps, aircraft surfaces and work stands, and in temperature and humidity extremes. Subject to the dangers from exposure to toxic fumes, high pressure air and fluids, fast actuating metal aircraft surfaces such as landing gear, speed brakes, missile doors and flaps; engine noise, heat blast, intake suction, rotating propellers, explosive munitions, electrical voltage cartridge actuating devices, liquid oxygen, and fire or explosion of aircraft fuels, lubricants, paints, and solvents.

ADDENDUM TO PD# D1493000
Machinist, WG-3414-12

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.

EVALUATION STATEMENT

A. Title, Occupational Code, and Grade: Machinist, WG-3414-12

B. References:

1. U.S. OPM FWS Job Grading Standard for Machinist 3414, 1/99
2. U.S. OPM FWS Job Grading Standard for Toolmaker 3416 TS-16, 4/71
3. U.S. OPM FWS Job Grading Standard for Welder 3703 TS-30, 5/74
4. NGB Job Grading Guide for Small Shop Chief Positions, 7/93

C. Background Information: This position description is being updated due to the release of the new Machinist Job Grading Standard referenced above.

D. Title, Code, and Grade:

1. Title and Code: The primary 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. In determining the title and code of this position, the NGB guidance (reference B.4. above) states specifically that the title of Small Shop Chief jobs are identified by the job title of the journey-level positions, and that the occupational code of a Small Shop Chief job is the one that best reflects the nature of the overall work operations in the shop. On this position, the incumbent is required to perform the full range of shop work which includes performing machining operations and welding to accomplish the manufacture and repair of aircraft components, tools, equipment, parts, and special tools. It requires the use of a variety of conventional, nonconventional, and/or computer numerical control machine tools and equipment. Also included are some minor toolmaking requirements to periodically fabricate tools and jigs, but only for the specific purpose of carrying out duties in the manufacture and repair of aircraft components. Toolmaking however, is not the nature of the overall work operation in the shop. There are also welding requirements on this position, but that too is not the majority of the work; it does not reflect the highest journey-level work; and although welding work is required, it does not reflect the nature of the overall work operation. Based on the highest journey-level work required (which is also the majority of the work), the nature of the overall operation of the shop is best reflected by the occupational code 3414 (Machinist). Likewise, the journey-level positions in the organizational segments are also titled Machinists. Therefore, in accordance with the guidance at reference B.4. above, the proper title and occupational code is Machinist, 3414.

2. Grade: The Machinist, WG-3414-11 positions are the highest graded journey-level positions in the organizational segment of which the Shop Chief is over, and are graded as such because they perform machining operations, minor toolmaking, and some welding, to accomplish the manufacture and repair of aircraft components, tools, equipment, parts, and special tools. It requires the

use of a variety of conventional, nonconventional, and/or computer numerical control machine tools and equipment. The Shop Chief is also required to perform the full range of shop work. The work of the journey-level machinist has been compared against the Machinist 3414 Job Grading Standard, and has been appropriately graded at the 11 level. In accordance with reference B.4.(above), the NGB guidance states specifically that positions graded under the Small Shop Chief grading criteria are one grade above the highest journey-level worker(s) in the shop, providing certain grading criteria have been met. That grading criteria directly matches the requirements of the Small Shop Chief position and therefore warrants the one additional grade.

(a) Skill and Knowledge: Although it has been determined that this position is one grade higher than the journey-level, for the reasons explained above, the incumbent is still required to perform the full range of shop work at the journey-level. This requires the incumbent to apply comprehensive knowledge and skill in using accepted machinist trade methods and techniques, perform all types of machining operations, independently plan the sequence of operation, lay out work, read and interpreting blueprints, and determine required adaptation of conventional and specialized machine tools. The incumbent must also apply knowledge of the effect and relationship of other related work processes (such as welding, which is required on this position) on various machining operations. This skill and knowledge required of the full range of shop work is found to be at the journey-level Grade 11. In addition, the incumbent must have the ability to plan and accomplish a functional shop maintenance program (which is one of the above mentioned criteria for the additional grade), and must also have skill in surveillance and troubleshooting techniques. This level of skill and knowledge requirements, together with the fact that the position meets Small Shop Chief grading criteria in order receive one additional grade (above the highest journey-level worker), warrants this position to be at the Grade 12 level.

(b) Responsibility: The 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. The 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. This responsibility meets the intent of the Small Shop Chief grading criteria (reference B.4. above), and provides the one grade additive above the highest journey level grade.

(c) Physical Effort: Physical effort is the same at all grade levels of the Machinist 3414 standard.

(d) Working Conditions: Working Conditions are the same at all grade levels of the Machinist 3414 standard.

E. Conclusion: Based on the above narrative evaluation, this position is correctly classified as Machinist, WG-3414-12.

CLASSIFIER: Gary W. Higgs NGB Personnel Management Specialist Date: 29 Jan 2001