

# POSITION DESCRIPTION

1. Agency PDCN 40081000

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other	3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	4. Empl Office Location	5. Duty Station	6. OPM Cert #	
Explanation (Show Positions Replaced)	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 checked="" 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 checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-sensitive <input type="checkbox"/> 2-Noncrit Sens <input type="checkbox"/> 3-Critical Sens <input type="checkbox"/> 4-Special Sens
13. Competitive Level					
14. Agency Use OFF/WO/ENL					

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
Aircraft Mechanic Supervisor	WS	8852	09	slm	12 Nov 93

16. Organizational Title (if different from official title) \_\_\_\_\_

17. Name of Employee \_\_\_\_\_

18. Dept/Agency/Establish - 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 relating to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

Name and Title of Immediate Supervisor  
 Signature/Date \_\_\_\_\_

Name and Title of Higher-Level Supervisor or Manager (Optional)  
 Signature/Date \_\_\_\_\_

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 standard applies, consistently with the most applicable published standards.

SUELLEN L. MATTISON  
 Position Classification Specialist  
 Signature/Date *Suellen L. Mattison* 12 Nov 93

22. Position Classification Stds Used in Classifying/Grading Psn  
 USOPM JGS for Federal Wage Systems Supervisors, Dec 92.  
 USOPM JGS for Aircraft Mechanic, WG-8852, Feb 69.

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 the USOPM. Information on classification/job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the USOPM.

23. Position Review	Initials		Date		Initials		Date		Initials		Date	
	a. Employee (Opt)				b. Supervisor				c. Classifier			

24. Remarks: Released from NGB-HR-EC, ID # CRA93-1012, dtd 12 Nov 93

%	#1 Skill	Shred	Sub	%	#2 Skill	Shred	Sub	%	#3 Skill	Shred	Sub

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

## 40081000

25.

### **a. INTRODUCTION:**

The purpose of this position is to supervise workers on a day-to-day or project-by-project basis, either directly or through one or more subordinate leaders, in accomplishing the work operations of the organizational segment or work shift and to perform associated nonsupervisory work. The occupation and grade level which best reflects the nature of the overall work operations supervised is Aircraft Mechanic, WG-8852-10.

### **b. DUTIES:**

- (1) **Planning:** Plans and schedules specific work assignments on a daily or project-to-project basis within specified time requirements. Arranges for adequate personnel, materials and equipment to accomplish the work.
- (2) **Work Direction:** Assigns tasks to be performed. Explains prescribed methods and procedures; instructs subordinates on new procedures and provides assistance on problems. Reviews work in progress and on completion. Obtains approval from supervisor for changes in standard or prescribed procedures and changes in work operations. Suggests ways or methods to improve operations or reduce costs.
- (3) **Administration:** Recommends individuals to fill vacancies or for promotion or reassignment. Assists in the establishment of performance standards and makes recommendations for performance appraisals. Counsels with employees on disciplinary issues and recommends disciplinary action. Attempts to resolve informal complaints and grievances, referring unresolved or more serious issues to supervisor. Conducts on-the-job training and recommends employees for formal training programs. Schedules leave and approves leave for short periods of time. Encourages employees to participate in suggestion or cost reduction programs. Ensures that regulations governing safety and housekeeping are observed with appropriate protective clothing and equipment being utilized. Explains and implements such personnel programs as equal opportunity, position management, position description review, and labor relations. Maintains production reports and records.
- (4) Performs the nonsupervisory functions of the organizational segment supervised.
- (5) Implements regulatory safety requirements and ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions. (6) 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 operator, maintenance of facilities and equipment, or serve as a member of a team to cope with natural disasters or civil emergencies.
- (7) Performs other duties as assigned.

### **c. RESPONSIBILITY:**

Supervisor provides general instructions, standard procedures, overall priorities and policies and relies upon the incumbent to control work operations and accomplish an adequate quantity and quality of work. Work is reviewed for efficient and economical accomplishment within established priorities and controls.

### **d. PHYSICAL EFFORT:**

Work involves climbing, stooping, standing, bending, stretching, and working in tiring and uncomfortable positions. Requires moderate to strenuous physical exertion. Lifts equipment and components weighing from 20 to 50 pounds

and occasionally lifts weights up to 80 pounds such as generators, engine starters, and ejection seats with the assistance of weight handling equipment or other workers.

**e. 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 gears, speed brakes, missile doors and flaps; engine noise, heat, blast, intake suction, rotating propellers; explosive munitions; electrical voltage; cartridge actuating devices; liquid oxygen; fire or explosion of aircraft fuels, lubricants, paints and solvents.

## **EVALUATION STATEMENT**

- A. Title, Occupational Code and Grade: Aircraft Mechanic Supervisor, WS-8852-09.
- B. References:
  - 1. USOPM JGS for Federal Wage Systems Supervisors, Dec 92.
  - 2. USOPM JGS for Aircraft Mechanic, WG-8852, Feb 69.
- C. Background: This position description reflects implementation of the revised JGS for FWS Supervisors, Dec 92.
- D. Occupational Code, Title and Grade Determination:
  - 1. Occupational Code: The primary purpose of this position is to serve as a supervisor over work classified to the WG-8852 code. The occupational code of a supervisory job is the same as the code for the kind of work supervised.
  - 2. Title: FWS supervisory jobs are identified by the job title of the occupation supervised followed by the title of "Supervisor." Therefore, the correct title for this position is Aircraft Mechanic Supervisor.
  - 3. Grade: There are three factors used in determining the grade of FWS supervisory positions:
    - a. Nature of Supervisory Responsibility: The incumbent of this position plans and distributes work to subordinates on a daily or project-by-project basis; explains work requirements; makes recommendations concerning training plans, new or revised performance standards, performance evaluations, and disciplinary actions. Receives grievances and/or complaints, and, after seeking to resolve them informally, brings those of sufficient importance or seriousness to the attention of their superiors. Maintains production reports and establishes performance standards. This meets Situation #1 of the standard.
    - b. Level of Work Supervised: The occupation and highest level of nonsupervisory work which best reflects the overall purpose of the organization supervised is WG-8852-10.
    - c. Scope of Work Operations Supervised: This factor is divided into three subfactors, which are subdivided into levels with points assigned to each level. The total points are given a letter code (e.g., A, B, C) which is then used on the Grading Table (Factor III) along with the level of work supervised (Factor II) to determine the grade of the supervisor.
      - (1) Subfactor A - Scope of Assigned Work Function and Organizational Authority: This measures the scope of the assigned work function or mission, i.e., the purpose for establishing the job in the organization, extent and nature of the job's authority in relation to the organizational assignment, and importance of the job's decisions. This position meets level A-1 in that the supervisor has first level supervisory and decision authority over a single organizational segment. Decisions made by the incumbent are clearly defined or virtually automatic since higher level management has already established a course of action and a methodology for implementation. This equates to 30 points.
      - (2) Subfactor B - Variety of Functions: This measures the difficulties of supervising work functions which may vary from being essentially similar to markedly different. This position meets level B-3, as the incumbent directs the work of subordinates in one or more similar or related functions within the organizational segment, with a base level of work at grades 8-13. This equates to 50 points.
      - (3) Subfactor C - Geographic Dispersion: This measures the difficulties associated with supervising personnel who vary from collocated to widely dispersed. In the normal National Guard work situation subordinates are located in the same contiguous work area with the supervisor, therefore, no points are given for this factor.
      - (4) The total point conversion equals 80 points which falls within Level B.
  - d. Based on the Grading Table for Situation #1, with the scope of work operations supervised (Factor III) at level B and the level of work supervised (Factor II) at WG-10, the supervisory grade is WS-09.

E. Conclusion: Based on the above evaluation, this position is classified as Aircraft Mechanic Supervisor, WS-8852-09.

**Classifier: Suellen L. Mattison Region: NGB-HR-EC Date: 12 Nov 93**

