

REASON FOR			POSITION DESCRIPTION COVER SHEET				
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER					
<b>RECOMMENDED</b>							
4. TITLE			5. PAY PLAN	6. SERIES	7. GRADE		
8. WORKING TITLE			9. INCUMBENT <i>(Optional)</i>				
<b>OFFICIAL</b>							
10. TITLE Tractor Operator							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER	
WG	5705		05	MONTH/DAY/YEAR	YES	NO	MS
				4-22-2002			
18. <b>ORGANIZATIONAL STRUCTURE</b> <i>(Agency/Bureau)</i>							
1st			5th				
2nd			6th				
3rd			7th				
4th			8th				
<b>SUPERVISOR'S CERTIFICATION</b>							
I certify that this is an accurate statement of the major duties and responsibilities of the 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 statute or their implementing regulations.							
19. Supervisor's Signature		20. Date		22. Second Level Supervisor's Signature		23. Date	
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title			
<b>FACTOR EVALUATION SYSTEM</b>							
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS		
1. Knowledge Required			6. Personal Contacts				
2. Supervisory Controls			7. Purpose of Contacts				
3. Guidelines			8. Physical Demands				
4. Complexity			9. Work Environment				
5. Scope and Effect			27. <b>TOTAL POINTS</b>		27.		
JGS for Tractor Operator, WG-5705 (TS- 62 dtd 1/92)				28. <b>GRADE</b>		28.	
<b>CLASSIFICATION CERTIFICATION</b>							
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.							
29. Signature /S/ MARILYN STETKA				30. Date 4/22/02			
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)							
32. Remarks			Standard Job#5705-05		33. OPM Certification Number		

**MASTER RECORD/INDIVIDUAL POSITION DATA**  
THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

**A. KEY DATA**

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 05	6. IP NO. (8)
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**B. MASTER RECORD**

1. PAY PLAN (2) WG	2. OCC.SER (4) 5705	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5) 0001	5. OFF. TITLE (38) TRCTR OPERTR
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6. HQ.FLD.CD. (1) 1=HQ 2=FLD	7. SUP.CD. (1) 8 2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA	6=Leader WLGE 8=All Others	8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA	9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO DAY YEAR 4 22 02
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11. EARLY RET. CD. (1) 1=Primary 2=Secondary	3=Foreign Svc. Blank=NA	12. INACT/ACT (1) A I=Inactive A=Active	13. DT. ABOL. (6) MO DAY YEAR	14. DT.INACT/REACT (6) MO DAY YEAR	15. AGCY. USE (10)
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16. INTERDIS. SER. (40) (4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)
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17. INTERDIS. TITLE CD. (50) (5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)
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**C. INDIVIDUAL POSITION**

1. FLSA CD/PAY TABLE CD (1) N E=Exempt N=Nonexempt	2. FIN. DIS. REQ. (1) 0 N 0=None 3=SF 278 4=OGE 450	3. POS. SCHED. (1) A=Sched A B=Sched B C=Sched C	0=Excepted but not A, B, C	4. POS. SENS. (1) 1N N 1=Low risk/non sensitive 2=Non critical sensitive	4=Special sensitive 5=Moderate risk 6=High risk	5. COMP. LEV. (4) 05TO
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6. WK. TITLE CD. (4)	7. WK TITLE (38)
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8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th	9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE
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10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes	13. DUTY STATION (9) State (2) City(4) Cnty(3)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO DAY YEAR	16. PAS. IND. (1) Blank=N/A 1=PAS	17. DATE EST. (6) MO DAY YEAR 4 22 02
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18. GD. BASIS. IND. (1) 1=Rev. when vacant 2=Impact of Person 3=Sup./GSSG	4=Sup./Program 5=RREG 6=Policy Analysis GEG	19. DT. REQ. REC. (6) MO DAY YEAR	20. NTE. DT. (6) MO DAY YEAR	21. POS. ST. (4) Y=Perm N=Other
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22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev. Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev. Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change 5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos. 9=Other
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23. DT. EMP. ASGN. (6) MO DAY YEAR	24. DT. ABOL. (6) MO DAY YEAR	25. INACT/ACT (1) A 1=Inact. 2=Act.	26. DT. INACT/REACT (6) MO DAY YEAR	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)
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30. CLASSIFIER'S SIGNATURE	31. DATE
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32. REMARKS  
Standard Job #5705-05

## **A. Major Duties**

Typical, but not all-inclusive, tasks are as follows:

Operates small, light tractors powered by gasoline or electric motors, have 3 or 4 wheels, up to 4 forward gears.

These tractors are steered by a tiller, bars, or conventional steering wheel and are equipped with appropriate attachments for cutting lawns and/or weeds along roadside. Occasionally, may attach other simple agricultural implements such as silage and hay wagons and small trailers and carts used to carry out farming and grounds maintenance operations.

## **B. Evaluation Factors**

### **1. Skill and Knowledge**

The tractor operator is skilled in manipulating tractor controls for smooth starting, stopping, and maneuvering the tractor and towed vehicles in congested areas.

The operator must know the operating characteristics of the tractor and the carrying capacity of the towed vehicles. Must also be familiar with storage and work sites, delivery and pick-up points, and other locations within the activity.

Must be able to understand written directions such as route markings and shipping documents and be able to pick up and deliver materials and equipment according to instructions.

### **2. Responsibility**

Makes judgments concerning angles of turn of the tractor and towed vehicles and power settings on the tractor for the proper speed. Observes safe operating procedures to prevent damage to equipment and materials. Work is checked for compliance to standard operating procedures.

### **3. Physical Effort**

Work requires frequent arm and leg movement to manipulate tractor controls. Performs light physical effort when coupling and uncoupling towed vehicles.

#### **4. Working Conditions**

Work is performed inside and outside. Under both conditions the operator is constantly exposed to unpleasant noise levels and vibration and jolting from the tractor and towed vehicles. Outside work often exposes the operator to long periods of hot sun and occasionally to bad weather. May be exposed to chemical dust and sprays and may need to wear protective clothing and respirators. Must follow prescribed safety practices and use safety equipment to avoid injury and possible hazards in the work area.

#### **C. Other Considerations (Check if applicable)**

- Supervisory Responsibilities (EEO Statement)
- Training Activities - Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver's License Required
- Pesticide Applicators License Required
- Safety/Radiological Safety Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Other: