

A. MAJOR DUTIES

Performs standardized routines such as standardized tests, procedures, or operations which require a general knowledge of basic physical science and the ability to know when and how to resolve problems encountered or to make adaptations in the sequencing of the tasks performed. Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Prepares routine media and solutions by weighing and measuring constituents according to established methods. May prepare culture media, purity solvents by distillation, and perform other similar tasks.

Uses common laboratory equipment and apparatus to prepare various types of materials for use by others. Makes decisions on which established procedures to use.

Makes simple weighing and mixtures of stock solutions; receives, stores, transfers, and replenishes laboratory supplies, solvents and chemicals; maintains the immediate work area and laboratory equipment in a clean and orderly manner.

Assists in sample collection and prepares sample labels.

Keeps detailed records of experimental data and tabulates data using personal computers and software packages.

B. EVALUATION FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION (FLD 1-3: 350 pts)

General knowledge of the basic principles of physical science (e.g., chemistry, physics, etc.) to perform routine or recurring techniques and studies, record instrument readings, collect samples, take measurements, and recognize subtle variations in often repeated experiments.

Basic knowledge of processes, methods, and procedures necessary to perform the full range of duties in the assignment area. Basic knowledge of various types of solvents and standard chemical reagents.

Skill in the operation of basic equipment common to the specific area of research being conducted to perform routine tests or take measurements and readings.

Ability to keep exact and detailed records of data obtained from experiments.

**Physical Science Technician
GS-1311-03**

Standard Job #1311-03

Ability to operate a personal computer using word processing and/or other software programs.

2. SUPERVISORY CONTROLS (FLD 2-1: 25 pts)

All assignments are clearly defined and made with clear, specific, detailed instructions.

The incumbent works as instructed and consults with the supervisor or higher graded technician on all matters not specifically covered in the original guidelines or instructions.

The work is closely controlled through supervisory review which includes checking progress and/or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

3. GUIDELINES (FLD 3-1: 25 pts)

Specific detailed guidelines usually provided verbally by the supervisor or higher graded employee, cover all assigned tasks.

The incumbent strictly adheres to these guidelines without deviation unless authorized.

4. COMPLEXITY (FLD 4-1: 25 pts)

Most assignments are directly related to routine tasks that are clear-cut and directly related.

Steps for completing assignments according to written and oral instructions are memorized.

There is little or no choice to be made in deciding what needs to be done. Work performed is quickly mastered.

5. SCOPE AND EFFECT (FLD 5-1: 25 pts)

The work involves the performance of specific routine operations that include a few separate tasks or procedures.

The purpose of this work is to provide a support service to others but has little impact beyond the immediate research unit or location.

6. **PERSONAL CONTACTS and** (1a: 30 pts)
7. **PURPOSE OF CONTACTS**

Contacts are primarily with other employees within the research location and facilities.

The purpose of the contacts is to obtain, clarify, or give facts or information. Regardless of the nature of those facts, the facts or information may range from easily understood to highly technical.

8. **PHYSICAL DEMANDS** (FLD 8-2: 20 pts)

The work requires some physical exertions, such as regular and reoccurring walking or bending. In many situations the duration of the activity (e.g., continuous testing of samples) contributes to the arduous nature of the job. In other situations, there may be special requirements for agility or dexterity such as exceptional hand/eye coordination.

9. **WORK ENVIRONMENT** (FLD 9-2: 20 pts)

The work requires moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, machines, with irritant chemicals, bacteria, or obnoxious odors. The incumbent is required to use protective clothing or gear such as masks, gowns, goggles, gloves.

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 Applicator's License Required
- Safety/Radiological Safety Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Other:

TOTAL POINTS: 520 points
(GS-3 Range: 455-650 points)