

Position Description Format for Wage Leader FWS Positions (WL)

A. Introduction:

Define the unit where the position is located by name and geographical location, and provide a brief statement of the unit's mission. Also, summarize the purpose of the position.

B. Duties:

Describe leader duties and responsibilities and non-leader duties. Most maintenance organizations are usually not structured to the point where leaders can devote 100 percent of their time to leader responsibilities. All leaders (to a greater degree at the lower grade levels) are required to spend a large portion of their time performing non-leader duties of a skilled trade or craft nature.

Always specify the percentage of time the leader spends in the performance of these non-leader activities. Typical duties of a working leader are:

- (1) Passing on to other workers the instructions received from supervisors and getting work started, e.g., by assigning the immediate tasks to be performed by individual members of the group led;
- (2) Working along with other workers and setting the pace;
- (3) Demonstrating proper work methods;
- (4) Seeing to it that needed plans, blueprints, materials, and tools are available, and that needed stock is obtained from supply locations;
- (5) Obtaining needed information or decisions from supervisors on problems that come up during the work;
- (6) Maintaining a current knowledge, and answering questions of other workers on procedures, policies, written instructions, and other directives (for example, technical orders);
- (7) Seeing to it that there is enough work to keep everyone in the work crew busy;
- (8) Checking work while in progress and when finished to see whether the supervisor's instructions on work sequence, procedures, methods, and deadlines have been met;
- (9) Urging or advising other workers to follow instructions received from supervisors, and to meet deadlines;
- (10) Assuring that safety and housekeeping rules are followed (for example, assuring that limits of safe machine operation are not exceeded and that all tools are used properly);
- (11) Reporting to supervisors on status and progress of work, and causes of work delays; and
- (12) Answering questions of supervisors on overall work operations and problems (for example, concerning, additional on-the-job training requirements for individual employees).

C. Evaluation Factors

I. Skill and Knowledge Required:

Describe the skill and knowledge necessary to perform the leader and nonleader duties. This factor covers the nature and level of skill, knowledge, and mental application required in performing assigned work. Also includes how the knowledge and skills are used and the manner, frequency, and extent to which they are used.

Elements covered under this factor include, but are not limited to:

- (1) Knowledge of work practices, methods, and processes, and their levels of difficulty.
- (2) Knowledge of shop mathematics (such as arithmetic, geometry, trigonometry, algebra).
- (3) Practical knowledge of the principle underlying the work, or other special or technical knowledge (e.g., electricity, electronics, processing characteristics of materials).
- (4) Knowledge of other trades.
- (5) Skill in specific trade operations, and the degree of manual dexterity or precision required.
- (6) Ability to read and write and to interpret blueprints, work instructions, and other technical guides of varying degrees of complexity.
- (7) Ability to use or operate tools, equipment, or machines of varying difficulty.
- (8) Mental abilities needed, such as memory, judgment, and ingenuity.
- (9) Mental application required (e.g., in planning and laying out work, in maintaining alertness and concentrated attention, or because of the nature of muscular and visual coordination needed).

II. Responsibility:

This statement specifies the nature of controls that the leader exercises, such as how work is assigned, degree and extent of instruction and advice given, extent of review of work completed, etc. Manuals and other guidelines available for guidance would be listed. List the official position title when identifying the position that supervises the leader.

Identify the work operations that are led by a leader. In identifying the operations, specify the numbers, grades, and titles of subordinates. Indicate whether this work is greatly dispersed and whether frequent changes in deadlines occur.

In some situations, the work force may include workers who are not regular Federal employees, such as summer aids, etc. Where the number of workers led fluctuates over a period of time, use the average number of employees led per day during a normal work cycle. For seasonal changes, specify how many additional workers are employed and at what time.

III. Physical Effort:

Covers the physical effort exerted in performing assigned work. Positions vary in such ways as the nature, degree, frequency, and duration of muscular effort or physical strain experienced in work performance.

Elements considered under this factor include, but are not limited to:

- (1) Physical exertion related to actions such as lifting, pushing, pulling, or carrying objects of varying weights, sizes, and shapes.
- (2) Physical effort related to movements such as walking, running, climbing, crawling, and bending.
- (3) Strain related to lack of movement such as standing in place, crouching, or stooping for extended periods of time.

IV. Working Conditions:

Covers the hazards, physical hardships, and working conditions to which workers are exposed in performing assigned work. Positions vary in such ways as the nature of the work environment; the extent to which it includes unpleasant, disagreeable, or hazardous conditions; the degree to which such conditions are experienced; the frequency and duration of exposure; the adequacy of protective clothing and gear, safety devices, and safe trade practices; and the possible effects on the worker. Elements considered under this factor include, but are not limited to:

- (1) Lighting, heating, and ventilation in work area.
- (2) Weather conditions to which exposed when working outdoors.
- (3) Temperature to which exposed in the work area.
- (4) Dust, grease, and soiling of clothing and skin surfaces.
- (5) Noise and vibration.
- (6) Gases and fumes.
- (7) Hazards in working above ground level, on slippery surfaces, or in crowded areas near moving vehicles or cutting tools.

D. Other Considerations (Check if applicable)

- Supervisory Responsibilities
- Motor Vehicle or Commercial Driver's License
- Pesticide Applicators License
- Safety Officer Collateral Duties
- Radiological Protection Officer Collateral Duties
- Environmental Management Officer and Member Collateral Duties
- EEO Collateral Duties
- Drug Test
- Vaccine(s)
- Financial Disclosure
- Special Physical Requirements/Demands
- Special Agency Check (SAC) and limited background investigation for Research Leader positions
- SAC and full background investigation required for positions working with BSL-3 (or higher) agents, or in BSL-3/BSL-4 facilities.
- Other: _____