

**SAMPLE WG POSITION DESCRIPTION
UTILITY SYSTEMS REPAIRER-OPERATOR
WG-4742-07**

INTRODUCTION

This position serves as a *trainee* Utility Systems Repairer-Operator. The primary purpose of this position is to work under a grade 09 or higher journey-level position to maintain, test, troubleshoot, repair, and calibrate utility systems that require intermediate level skills in various utility related trades such as electrical equipment repair, plumbing, wastewater treatment operation, and water treatment operation. The incumbent works under closer than normal supervision at the *trainee* level performing assignments designed to provide the competencies, skills, and experience required to perform the more complex work at the WG-09 level. The work increases in difficulty, complexity, and responsibility as the incumbent gains experience and demonstrates a full comprehension of the target level position of Utility Systems Repairer-Operator, WG-4742-09.

As a *trainee*, this position may be eligible for non-competitive promotion to the target position upon meeting the following requirements: (1) The incumbent demonstrates the ability to perform at the target grade level; (2) Higher-level work exists at the target grade level; (3) Increased responsibilities are assigned; (4) The supervisor recommends promotion; and (5) the incumbent completes all required training and conditions of employment. Consequently, promotion is not guaranteed.

As a *trainee*, the incumbent must perform work under the direct supervision and oversight of a journey level position classified at the WG-09 grade level or higher. This position may not report to a non-journey level position (WG-08 or lower). While the incumbent may perform lower-level duties in a variety of trades as well as some administrative functions, the primary intent and purpose of the position is the repair and operation of utility systems such as steam, hot water, chilled water, filtered water, wastewater, air conditioning, heating, electrical, sewer, plumbing, compressed air, vacuum, and gas. Based on Federal policy, this position may be identified as a Testing Designated Position (TDP) due to the position operating motor vehicles requiring a Commercial Driver's License.

MAJOR DUTIES

Grade & Series Controlling Assignments at the WG-07 Level

Note: The position must perform at least two of the following duty areas on a regular and recurring basis.

Electrical Equipment Worker, 2854

Disassemble, repair, reassemble, and test electrical equipment such as emergency power generators in accordance with established work methods and procedures. Use a variety of test equipment such as voltmeters, ohmmeters, multimeters, growlers, meggers, and specialized test sets to test for shorts, continuity, and defective wiring and connections. Use standard hand tools and micrometers to check for extensive wear of bushings, bearings, and gears.

Plumbing Worker, 4206

Make plumbing repairs that can be accomplished by removing, cleaning, replacing, packing, and sealing defective parts of utility, supply, and disposal systems such as dirty traps, sections of broken tile pipe, and leaky drains.

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Wastewater Plant Operator, 5408

Provide routine pretreatment and primary treatment of effluent wastewater or liquid waste in accordance with clearly described parameters. Monitor wastewater treatment equipment and gauges according to a prescribed schedule and perform routine operator maintenance. Perform routine tests such as standard jar and ion concentration (pH) tests and record results in standardized reports. Make adjustments to control valves and pumps in the wastewater treatment process. Monitor and adjust fluid discharge levels in accordance with clearly established SOPs.

Water Plant Operator, 5409

Complete water treatment processes to water that meets acceptable standards or where water treatment is confined to a few simple steps. Complete water treatment processes in accordance with clearly described parameters. Monitor pumping equipment and gauges according to a prescribed schedule and perform routine operator maintenance. Make adjustments to valves and pumps to control and aerate water flow and add material to soften water. Collect water samples and conduct and record basic water sampling tests such as fluoride or chloride content and ion concentration (pH) levels.

Motor Vehicle Operator, 5703

Operate one or more motor vehicles which typically have an approximate gross vehicle weight of more than 11,700 kilograms (26,000 pounds) and up to 14,400 kilograms (32,000 pounds) over public roads (or the equivalent) at highway speeds to transport passengers, supplies, materials, equipment, and/or tools, or to tow equipment throughout rural or urban areas. May perform operator maintenance on vehicles operated.

Non-Grade Controlling Assignments at the WG-06 or Lower Level (Please select which duties apply)

Motor Vehicle Operator, 5703

Operate one or more motor vehicles which typically have an approximate gross vehicle weight of up to 11,700 kilograms (26,000 pounds). May perform operator maintenance on vehicles operated.

Laborer, 3502

Manually dig ditches for repair and installation of utility lines. Perform laboring duties that require moderate physical effort. Regularly and routinely lift up to 50 pounds as part of utility systems operation and repair work.

Custodial Worker, 3566

Sweep and clean shop areas and tools in order to maintain a clean and orderly workshop. Clean surfaces by removing dirt, grease, and grime from equipment covers, pipes, motors, etc.

Administrative Assignments (Please select which duties apply)

Assist in the administration and compliance of utility related projects.

Serve as a Laboratory Technician in a certified water/wastewater treatment laboratory, with responsibility for completing routine tests and reports in accordance with regulatory requirements.

Complete assigned data entry in automated software systems required for utility related projects.

Purchase equipment, materials, and supplies for utility related work.

Perform Other Duties as Assigned.

Attachment 2

JOB GRADING METHOD

FACTOR 1: Skill and Knowledge

Select at least two grade controlling knowledge statements (must match selected duties):

WG-07 Level

- Electrical Equipment Worker, 2854***
Knowledge of electrical equipment assembly and repair in order to disassemble, repair, reassemble, and test electrical equipment such as emergency power generators in accordance with established work methods and procedures. Knowledge of instruments used in shop and trade practices. Ability to use electrical drawings, use and maintain tools, and troubleshoot problems.
- Plumbing Worker, 4206***
Knowledge of plumbing equipment assembly, installation, and repair in order to make plumbing repairs that can be accomplished by removing, cleaning, replacing, packing, and sealing defective parts of utility, supply, and disposal systems such as dirty traps, broken pipe, and leaky drains. Knowledge of the technical practices of plumbing in order to interpret instructions and specifications, measure and layout work, use and maintain plumbing tools, and troubleshoot plumbing problems.
- Wastewater Plant Operator, 5408***
Knowledge of wastewater treatment equipment operation, installation, and repair in order to provide pretreatment and primary treatment of effluent wastewater or liquid waste. Ability to apply the technical practices, specifications, and safety requirements of wastewater treatment in order to monitor wastewater treatment equipment and gauges according to a prescribed schedule and perform and record routine operator maintenance and tests according to clear parameters.
- Water Plant Operator, 5409***
Knowledge of water treatment equipment operation, installation, and repair in order to complete water treatment processes to water that meets acceptable standards without any treatment or where water treatment is confined to one or a few simple steps. Ability to apply the technical practices, specifications, and safety requirements of water treatment in order to monitor pumping equipment and gauges according to a prescribed schedule and perform routine operator maintenance and adjustments according to clear parameters.
- Motor Vehicle Operator, 5703***
Ability to operate one or more motor vehicles which typically have an approximate gross vehicle weight of more than 11,700 kilograms (26,000 pounds) and up to 14,400 kilograms (32,000 pounds) over public roads at highway speeds to transport passengers, supplies, materials, or equipment and tools or to tow equipment throughout rural or urban areas. The following Commercial Driver's License (CDL) is required: _____.

Select which other knowledge statements apply (must match selected duties):

WG-06 or Lower Level

- Motor Vehicle Operator, 5703***
Ability to operate and perform operator maintenance on one or more motor vehicles which typically have an approximate gross vehicle weight of up to 11,700 kilograms (26,000 pounds). May require the following Commercial Driver's License (CDL): _____.
- Laborer, 3502***

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Ability to manually dig ditches for repair and installation of utility lines. Ability to perform laboring duties that require moderate to heavy physical effort, and regularly and routinely lift ____ pounds as part of utility systems operation and repair work.

Custodial Worker, 3566

Ability to sweep and clean shop areas, surfaces, and tools to maintain a clean and orderly workshop.

Administrative Assignments (Please select which duties apply)

- Knowledge of project management in order to assist in the administration and compliance of utility related projects.
- Knowledge of laboratory testing processes and procedures related to water/wastewater treatment in order to complete routine tests and reports as a Laboratory Technician in a certified water/wastewater treatment laboratory.
- Knowledge of automated computer software (e.g., Microsoft Word, Excel, Outlook) in order to complete assigned data entry in automated software systems required for utility related projects.
- Knowledge of supply purchasing in order to purchase equipment, materials, and supplies for utility related work.

FACTOR 2: Responsibility

Complexity of work: At the WG-07 level, the trainee is required to maintain, test, troubleshoot, repair, and calibrate utility systems that require intermediate level skills in various utility related trades such as electrical equipment repair, plumbing, wastewater treatment operation, water treatment operation, and motor vehicle operation. The utility equipment and systems maintained at this level are always uncomplicated and do not have complex maintenance requirements.

Scope of work: The trainee completes routine and/or repetitive assignments with limited direct supervision but receives detailed instructions and references for any new or unusual assignments given. The incumbent applies established practices to complete work and refers all questions to higher-level workers, the supervisor, or the manager.

Nature of degree of responsibility for making judgments and decisions: At this grade level, the trainee works under the direct supervision of a higher-graded worker or supervisor. The incumbent receives clear cut assignments from the supervisor in the form of written work orders and oral instructions. Assignments are almost always received with accompanying instructions concerning the work methods or the materials to be used. Problems are reported to a higher-graded worker or supervisor. All work is subject to inspection or spot check by a higher-level operator, supervisor, or manager to ensure it meets accepted trade standards.

FACTOR 3: Physical Effort

Work assignments typically require moderately heavy physical effort to lift, carry, or otherwise handle items typically weighing up to 40 pounds. Duties require the trainee to maneuver into and out of specific locations while dismantling and assembling utility related equipment. The incumbent may make repairs from ladders, scaffolding, and platforms where the parts of systems worked on are in hard-to-reach places. Frequent standing, walking, bending, crouching, reaching, and stooping is typical. Occasionally, climbing and work in high places may be required, as well as the use of hoists, holders, and pulleys when handling large equipment.

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FACTOR 4: Working Conditions

Work is both indoors and outdoors where the incumbent may be subject to prevailing weather conditions. The trainee may be exposed to biological hazards or diseases while cleaning equipment or shoveling sludge, and hazardous gases such as methane, chlorine, hydrogen sulfide, and carbon monoxide. The incumbent may also be subject to electrical shock, loud noises, acids, and hydraulic fluids while working around motors and pumps. There is exposure to shock, burns, and strains. The incumbent follows prescribed safety practices and uses safety equipment such as face shields, gloves, hard-toe shoes, respirators, and protective clothing that may be uncomfortable to wear. The incumbent is required to attend and participate in safety meetings and training and review and follow safety regulations and policies prior to using Personal Protective Equipment (PPE) such as goggles, rubber mats, gloves, hard hats and respirators as the jobs require. The incumbent may be required to operate motor vehicles.

SAMPLE

Attachment 2

OTHER SIGNIFICANT FACTS

Selective Factors - At the time of appointment, minimum qualification requirements, more specific than the published OPM qualification requirements, that defines knowledge, skills, abilities, or other worker characteristics basic to and essential for satisfactory performance in the position.

- Not applicable
- Commercial Driver's License – the existence of this position requires a CDL at the time of appointment, must be able to maintain: CDL Class _____ **Selection of this item makes this position a Testing Designated Position (TDP) under the Department of the Interior's Drug-Free and Alcohol-Free Workplace Plan. Please Update the HC-08 to reflect TDP.*
- Driver's license – the existence of this position (MVO) requires a driver's license at the time of appointment, must be able to maintain
- Other: _____

Conditions of Employment - Personnel policies, practices, and matters, whether established by rule, regulations, or otherwise, affecting working conditions.

- Not applicable
- Pre-employment and random urinalysis screening
- Respirator fit test
- Required to wear NPS uniform
- Driver's license - ability to obtain within _____ days of appointment and maintain
- Commercial Driver's License – ability to obtain within _____ days of appointment and maintain: CDL Class _____ **Selection of this item makes this position a Testing Designated Position (TDP) under the Department of the Interior's Drug-Free and Alcohol-Free Workplace Plan. Please Update the HC-08 to reflect TDP.*
- Type of clearance or background investigation: _____
- Frequency of travel (specify days per month): _____
- Other licenses or certification (specify the license/certification)
 - Electrical License: _____
 - EPA Section 608 Clean Air Act Certification Card/EPA Number: _____
 - Forklift Operator's Certification: _____
 - Wastewater Treatment Certification: _____
*(*Selection of this item may require drug-testing under State or local policy)*
 - Water Distribution License: _____
*(*Selection of this item may require drug-testing under State or local policy)*
 - Other: _____
- Ability to lift _____ number of pounds
- Non-LE incumbent required to carry a firearm as a collateral duty (such as protection from dangerous animals, control of invasive species, etc.) **Selection of this item makes this position a Testing Designated Position (TDP) under the Department of the Interior's Drug-Free and Alcohol-Free Workplace Plan. Please Update the HC-08 to reflect TDP.*
- Required Occupancy: *As determined by park management and approved by the Regional Director on the Form 10-383 (Certification of Required Occupancy), the specific duties performed by this position require the incumbent's physical presence within a specific geographic area to provide a quick response time during off-duty hours to emergencies involving human life and safety and/or law enforcement protection of park resources (attached approved Form 10-383). As a result of performing these specific duties the incumbent of this position is required to reside in Government housing.*

Other: _____