

SUPERVISOR

POSITION DESCRIPTION (Please Read Instructions on the Back) 1. Agency Position No. 0012504

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced)	3. Service <input type="checkbox"/> New <input type="checkbox"/> Dept'l <input checked="" type="checkbox"/> Field	4. Employing Office Location Camp Lejeune, NC	5. Duty Station	6. CSC Certification No.	7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	8. Employment/Financial Stmt Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Replaces Electrician (High Voltage), WG-2810-10, JD <div style="font-size: 2em; font-weight: bold; margin-left: 50px;">127 X74</div>			10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input checked="" type="checkbox"/> Nonsensitive	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Electrician (High Voltage)	WG	2810	10	DL	12/9/86
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)	17. Name of Employee (if vacancy, specify)
18. Department, Agency, or Establishment Marine Corps Base, Camp Lejeune, NC	c. Third Subdivision Utilities Branch
a. First Subdivision Facilities Department	d. Fourth Subdivision Utilities Monitoring Section
b. Second Subdivision Base Maintenance Division	e. Fifth Subdivision Electrical Distribution Unit Sub-Unit

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position	Signature of Employee (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	
a. Typed Name and Title of Immediate Supervisor LEON McMILLAN, Electrician Foreman (HV)	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) DAVID L. SOUTHERLAND, Utilities Gen Empl
Signature: <i>Leon S. McMillan</i> Date: 10-8-86	Signature: <i>DC Southerland</i> Date: 10-8-86

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U. S. Code, in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.	22. Standards Used in Classifying/Grading Position OPM J65 for Electrician (High Voltage) WG-2810 TS-25 dtd 6/73
Typed Name and Title of Official Taking Action MARY RADABAUGH CLASSIFICATION SUPERINTENDENT	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 Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.
Signature: <i>Mary Radabaugh</i> Date: 12/9/86	

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

24. Remarks

FLSA: Exempt
Nonexempt
Unit Status **0010**

ELECTRICIAN (HIGH VOLTAGE), WG-10

I. Introduction. This position is located in the Electrical Unit, Utilities Branch, Base Maintenance Division. The primary purpose of this position is to provide mechanical and electrical service, installation, repairs and inspection of primary and secondary power lines to all buildings and structures throughout the entire Camp Lejeune complex and Marine Corps Air Station, New River.

II. Major Duties. Installs, modifies, connects, inspects, troubleshoots and repairs overhead and underground primary electrical distribution systems consisting of lines, poles, sub-stations, transformers, insulators, lighting arrestors, switches, fuses, ground connects and similar equipment. Installs and maintains secondary power lines to buildings or structures, street lighting and area floor lights. At times, employee may be required to assist other trades in performing their duties.

III. Skills and Knowledge. Must be able to read templates, manuals, sketches, blueprints and wiring diagrams. Use charts, the National Electrical Code Book and NavFac Specifications for proper sizing, framing and setting of electrical distribution equipment and material. Locate and repair fault when required using correct materials or own methods with materials that are available. Lay out work, make repairs, improvise methods to restore power. Keep upgraded in change of materials, methods and specifications. Must have knowledge of complete primary distribution system including normal routing, parallel feeders, possible inter-connection and capacity of lines and equipment; ability to make emergency hookups and repairs. Must be familiar with electrical theory, such as power factors, transformers, series and parallel circuits, line loading, line losses and dielectric or conductive properties of materials in order to calculate circuit values. Must have the ability to install, modify or repair high voltage controlling and distribution systems, such as repairing switch gear, installing and hooking-up transformers and locating defects in cables. Must also possess skills in the use of handtools and a wide variety of test equipment.

IV. Responsibility

a. Complexity of Work. Work involves a large variety of materials and equipment of various manufacturers. Some work is complex and requires a high degree of accuracy. Checks, sets, tests and alters equipment and material to restore to proper operating condition. Shall observe safety precautions at all times to avoid damage or injury to self or equipment. Performs preventive maintenance to equipment using proper methods to keep same in service. Furnishes adequate handtools. Is responsible for the safekeeping, use and maintenance of tools and equipment.

b. Scope of Work. Repairs are made in field or on job site and are primarily the responsibility of the incumbent, after locations are provided by supervisor.



c. Nature and Degree of Responsibility for Making Judgments and Decisions. Nature of work is such that employee works under normal supervision while performing his duties. Incumbent receives verbal and written instructions from supervisor, depending on the type of work to be accomplished. Accuracy of work, major or minor, is determined by spot checks and inspection, by supervisor. Refers to technical manuals and guides, uses seasoned judgment and experience in determining the best work methods and sequence of work in completing work and repairs. Incumbent has authority to improvise, manufacture or alter parts and material to restore service. May be responsible for providing instructions and assistance to lower grade crew members.

V. Physical Efforts. Must be physically able to lift up to 100 pounds for short periods. Average weights are from 25 to 75 pounds. Weights may be carried up to 150 feet; use hoist, hand lines, dollies, rope, blocks, trucks with booms and hoists and assistance from other employees; work aloft on poles and from platforms or buckets; work at ground level, in trenches and manholes. Must possess good coordination of eyes, legs, hands and body in order to install, repair and test electrical equipment in confined places, poles and structures.

VI. Working Conditions. Works outside most of the time, subject to extremes of weather conditions and in close proximity to high voltage lines and equipment. Work requires climbing poles and some work in underground facilities. Subject to injury by contact with high voltage lines; broken bones in falls from poles; strains from awkward positions and less serious cuts and bruises when handling tools and materials. May be required to work odd or long hours during power outages. Subject to be called at any hour during an emergency.

VII. Explanatory Statement. Must have, or be able to obtain, both a State and Government driver's license.

PERFORMANCE STANDARDS

Critical Element No. 1.: Performs various duties of major and minor repair to high voltage and low voltage electrical distribution circuits.

Highly Satisfactory: Completed safely and in a workmanlike manner with no more than one of 40 jobs being rejected for unsatisfactory work. No more than one of 40 exceed allotted time.

Marginal Standard: Completed safely in a workmanlike manner with no more than three of 40 being rejected for unsatisfactory work. No more than one of 40 exceeds allotted time.

Critical Element No. 2.: Installs all types of high voltage switchgear, transformers, oil circuit breakers, capacitors

Highly Satisfactory: Completed safely in a workmanlike manner with one of 40 jobs being rejected. No more than one of 40 jobs exceed allotted time.

Marginal Standard: Safely, in workmanlike manner with three of 40 rejected. No more than four of 40 exceed allotted time.

Critical Element No. 3.: Troubleshoots and test high voltage distribution lines and equipment and interprets instructions from schematics and job orders.

Highly Satisfactory: Safely in workmanlike manner with one of 40 jobs rejected. No more than one of 40 exceeds allotted time.

Marginal Standard: Safely, in workmanlike manner with three of 40 jobs rejected. No more than four of 40 exceeds allotted time.

Critical Element No. 4.: Must possess the ability to use electrical testing equipment, primary phase meters, mycom fault locator, phase sequence indicator, voltmeter, ground megger, ohm meter, ammeter, etc.

Highly Satisfactory: Performed safely and accurately within tolerance ranges 39 of 40 assignments.

Marginal Standard: Safely and accurately within tolerance ranges 37 of 40 assignments.

NOTE: CIRCUMSTANCES BEYOND AN EMPLOYEE'S CONTROL WILL BE AN EXCEPTION.

