

**DESCRIPTION** (Please Read Instructions on the Back) JPP=1 20X84 001

<input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced)	<input type="checkbox"/> New <input type="checkbox"/> Other	<input type="checkbox"/> Dept'l <input checked="" type="checkbox"/> Field	4. Employing Office Location <b>MCB, Camp Lejeune, NC</b>	5. Duty Station <b>NC</b>	6. CSC Certification No. <b>4210(2)</b>
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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	13. Competitive Level Code <b>00KK</b>
14. Agency Use <b>G-DBPAD</b>					

#21-80

Electronic Mechanic WG-2604-11

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	<i>Electronic Mechanic</i>	<i>WG</i>	<i>2604</i>	<i>11</i>	<i>88</i>	<i>4/12/84</i>
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)  
*Fire Alarms*

17. Name of Employee (if vacancy, specify)

18. Department, Agency, or Establishment  
*Marine Corps Base, Camp Lejeune, N. C.*

a. First Subdivision  
*Installation Security and Safety Facilities Department*

b. Second Subdivision  
*Fire Protection Division*

c. Fourth Subdivision  
*Fire Communications Branch*

d. Fifth Subdivision  
*67001 / ISFCO*

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

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 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 statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor  
*ROBERT M. PINEY, Deputy Fire Chief*

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)  
*ELMER J. PADGETT, Base Fire Chief*

Signature: *[Signatures]*

Date: *3-26-84*

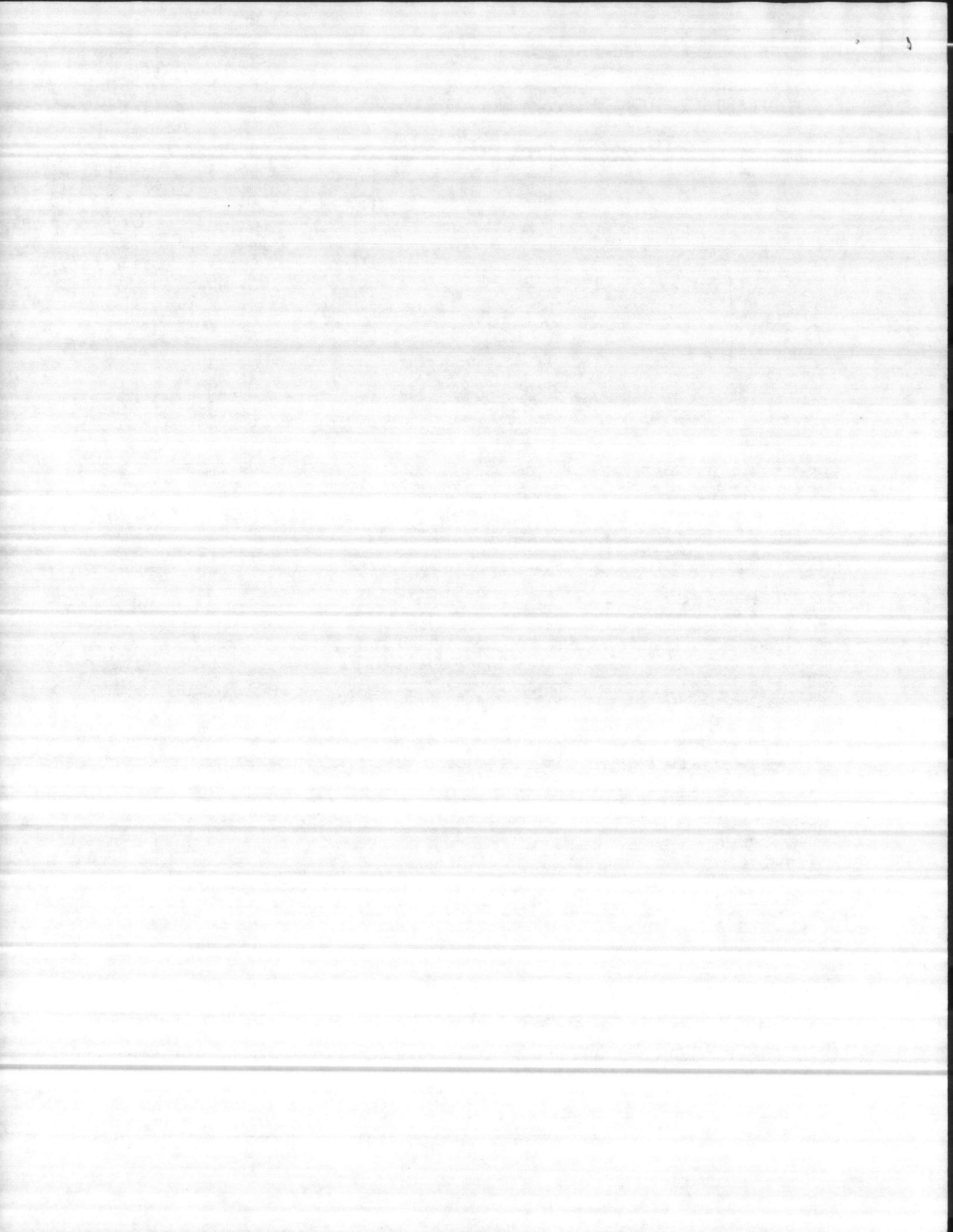
**TESTING DESIGNATED POSITION GET DON DRUG FREE WORKPLACE PROGRAM**

21. Classification/Job Grade  
 Typed Name and Title of Official Taking Action  
**W. R. MARTIN**  
 Classification Superintendent  
 Signature: *W. R. Martin* Date: *4/12/84*

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.

	Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)												
b. Supervisor												
c. Classifier	<i>HW</i>		<i>7/16/84</i>									

24. Remarks  
*\* 4PM Bul 551-16 + -17 applied 11/12/85.*  
*\*\* P&I Chg 25AUG85 - EK.*



*Installation Security and Safety  
Communications Dept.*

I. Introduction. This position is located within the Fire Alarm Branch of the Fire Protection Division, Facilities Department, Marine Corps Base, Camp Lejeune, North Carolina. The primary purpose of this position is to maintain, repair, adjust, and calibrate numerous types of conventional and solid state fire alarm signaling, reporting and recording devices.

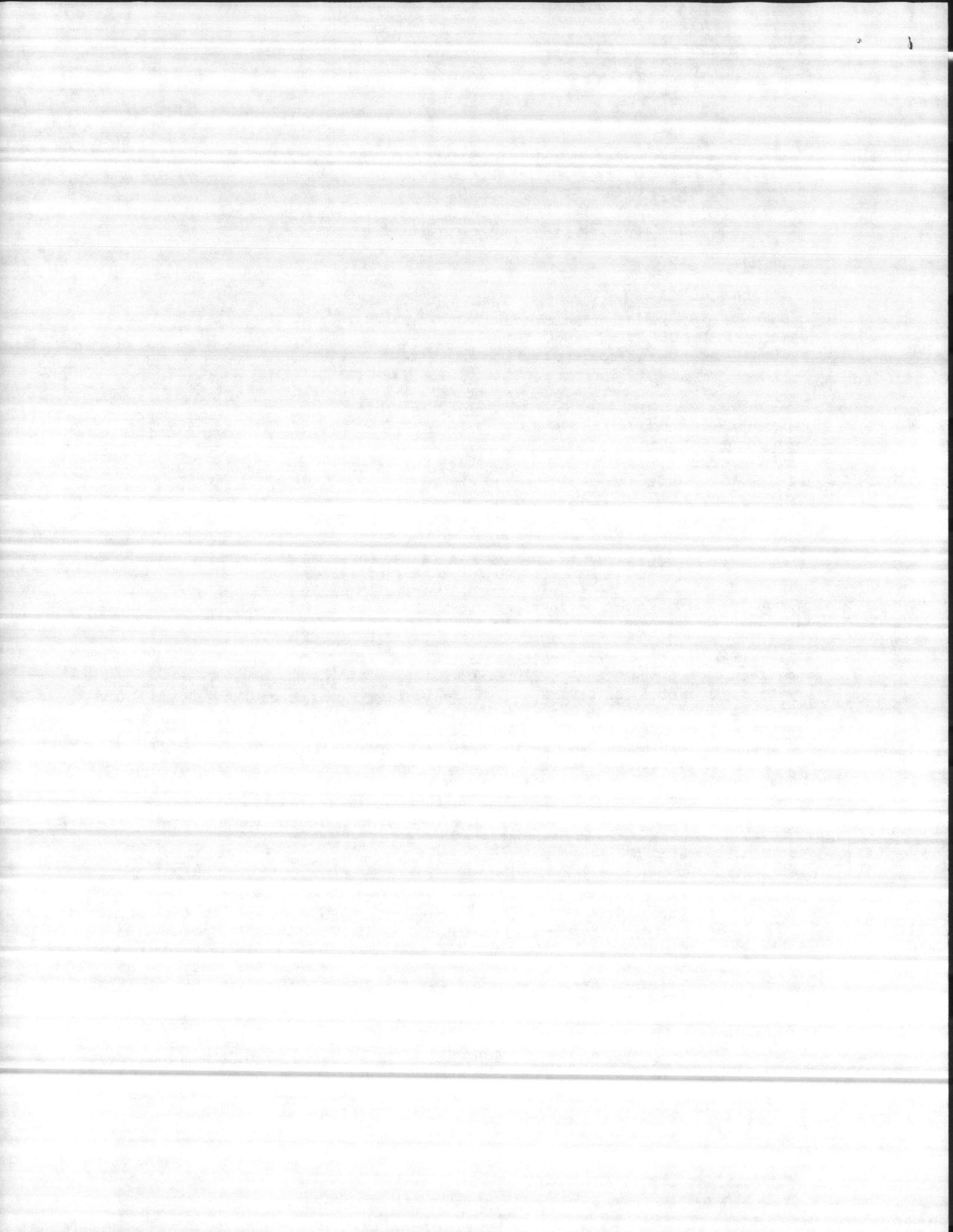
II. Major Duties.

A. Performs complex maintenance and repair on fire alarm signaling, reporting and recording devices to include telephones, pull boxes, reporting stations, power systems, smoke detectors, sprinklers, deluge and chemical systems, and their associated components. Analyze system malfunctions, determine the cause of malfunction, takes appropriate action to restore system to full and correct operation. Disassembles system down to and including printed circuit boards, performs analysis, locates faulty component and makes appropriate replacement of relays, transformers, capacitors, resistors, diodes, rectifiers, transistors, inductors, intragated circuits, and other components of the printed circuit board. Refers to factory manuals, blueprints, schematics, system and components specifications for correct operations and procedures. Maintains lead and polyethylene cable. Works alone or with the assistance of a helper or other employees.

B. Operates vehicle for transportation to and from job sites. Researches and records data for ordering parts for repair of systems, orders necessary parts and materials from supply points. work will be performed on all types of control circuits and devices pertaining to electricity, water and chemical fire deterrent systems.

III. Skill and Knowledge. Must possess a high degree of advanced electronic and electro-mechanical theory, skill and ability, supplemented by knowledge and previous experience in the use of electronic test instruments. EG: vacuum tube volt meter, volt-ohm meter, digital volt meter, oscilloscope, and signal generators. Must be able to use and comprehend technical manuals, schematics, and sketches to diagnose and repair equipment. Must possess the required knowledge to identify and select components/parts by schematic symbols, color codes, part numbers, and descriptions. Must be able to interpret instructions from manuals and engineering drawings while adhering to local and national code requirements. Must possess the knowledge and ability to analyze malfunctioning systems, determine cause of malfunction, make the required repairs to restore system to correct operating condition. Must possess the ability to perform modifications to equipment following manufacturers suggestions, including maintenance and repair problems of integrated systems equipment over and above the normal application of usual trade techniques and procedures. Must be able to apply electrical and electro-mechanical knowledge and principles to chemical release systems, deluge systems, and water sprinkler systems. Will be required to instruct helpers or trainees while performing the above tasks. Must be able to climb step and unstepped poles. Must possess good coordination while working on equipment. Must possess valid state drivers license.

IV. Responsibility. Responsible to the Deputy Fire Chief, in his absence the Base Fire Chief. In cases when both Deputy Fire Chief and Base Fire Chief are absent during the same time frame, the incumbent will be responsible to the Assistant Fire Chief. Assignments will be received either orally or written: material lists, specification and diagrams may accompany work assignments. ✓



A. Complexity of Work. Must determine the type and extent of repairs needed, select and replace parts or modules/printed circuit boards ensuring that the end product meets all specification requirements.

B. Scope of Work. Is responsible for complete repair and correct operation of all fire alarm systems. Must be able to identify repair parts, and subassemblies by part number, schematic symbol, ext: for procuring replacement and repair parts.

C. Nature and Degree of Responsibility for Making Judgements and Decisions. Work may be performed without supervision. Must plan sequence of work, make determination of feasibility of equipment repairs. Refers to diagrams, sketches, prints, manuals and engineering specifications when available and frequently makes modifications and deviates from instructions as required. When decisions are made, incumbent will assure that equipment will be left in the best operating condition possible.

V. Physical Effort. Frequently lifts and carries parts and assemblies weighing up to 25 pounds. Work is at a normal pace and requires walking, climbing, crawling, stooping, crouching which may be required for extended periods of time. Normal vision and hearing are required. Corrective devices are permissible.

VI. Working Conditions. Work is either inside or outside in all kinds of weather and sometimes for extended hours. Is subject to shock, burns, cuts, and abrasions. Duties are required to be assumed any time, day or night, whenever the need arises.

*25 Aug 85* *fg I* *\*\* This position is subject to Dept. of the Navy Random Drug Testing & will be subject to random testing.*

