

DEPARTMENT OF THE NAVY

POSITION OR JOB DESCRIPTION

NAVSU 1251. (REV. 10-67)

0104 942 4340

(See Instructions on Reverse)

PD

JD

NO. 64-75

OFFICIAL CLASSIFICATION OR RATING ACTION	1. POSITION OR JOB TITLE	SCHED. OR SERV.	SERIES	GRADE/PAY LEVEL/FORMULA	CLASSIFIERS INITIALS	CLASSIFICATION OR RATING OFFICIAL (Signature, Title and Date)
	2. SECOND ACTION					
	3. FIRST ACTION					
	Mobile Equipment Servicier	WG	5806	06	EB	<i>[Signature]</i> M. R. MARTIN By direction 11 Dec '75

4. RECOMMENDED	5. NAME OF EMPLOYEE
	M. Hunter
POSITION OR JOB LOCATION	
6. ACTIVITY - NAME AND LOCATION	9. (3rd)
Marine Corps Base, Camp Lejeune, N.C.	General Services Branch
7. ORGANIZATIONAL SUBDIVISIONS (1st)	10. (4th)
Base Maintenance Department	Heavy Equipment Section
8. (2nd)	11. ORGANIZATIONAL TITLE OF POSITION OR JOB (If any)
Maintenance and Repair Division	

12. EMPLOYEES NOW PERFORMING DUTIES (Ungraded jobs only)			
(No.:	(Title:)	(No.:	(Title:)

REASON FOR SUBMISSION			CERTIFICATIONS:	
<input type="checkbox"/> 13. DUTIES AND RESPONSIBILITIES NOT ELSEWHERE DESCRIBED - COMPLETE DESCRIPTION ATTACHED.			The description of the duties and responsibilities of this position or job is complete and accurate.	
14. ATTACHED AMENDMENT NO.	POS. OR JOB #	CLASS. OR RATING	19. SIGNATURE (Employee)	DATE
			M. HUNTER	
15. IDENTICAL TO-			20. SIGNATURE AND TITLE (Immediate supervisor)	DATE
16. ATTACHED STATEMENT OF DIFFERENCE TO-				
17. REPLACES-	JD No. 101-62	Automotive Equipment Serviceman, WG-05	21. SIGNATURE AND TITLE (Person authorized to establish position or job)	DATE
18. OTHER (Specify)	Nonexempt T/HR 7512 In 714 10 Jul 74			

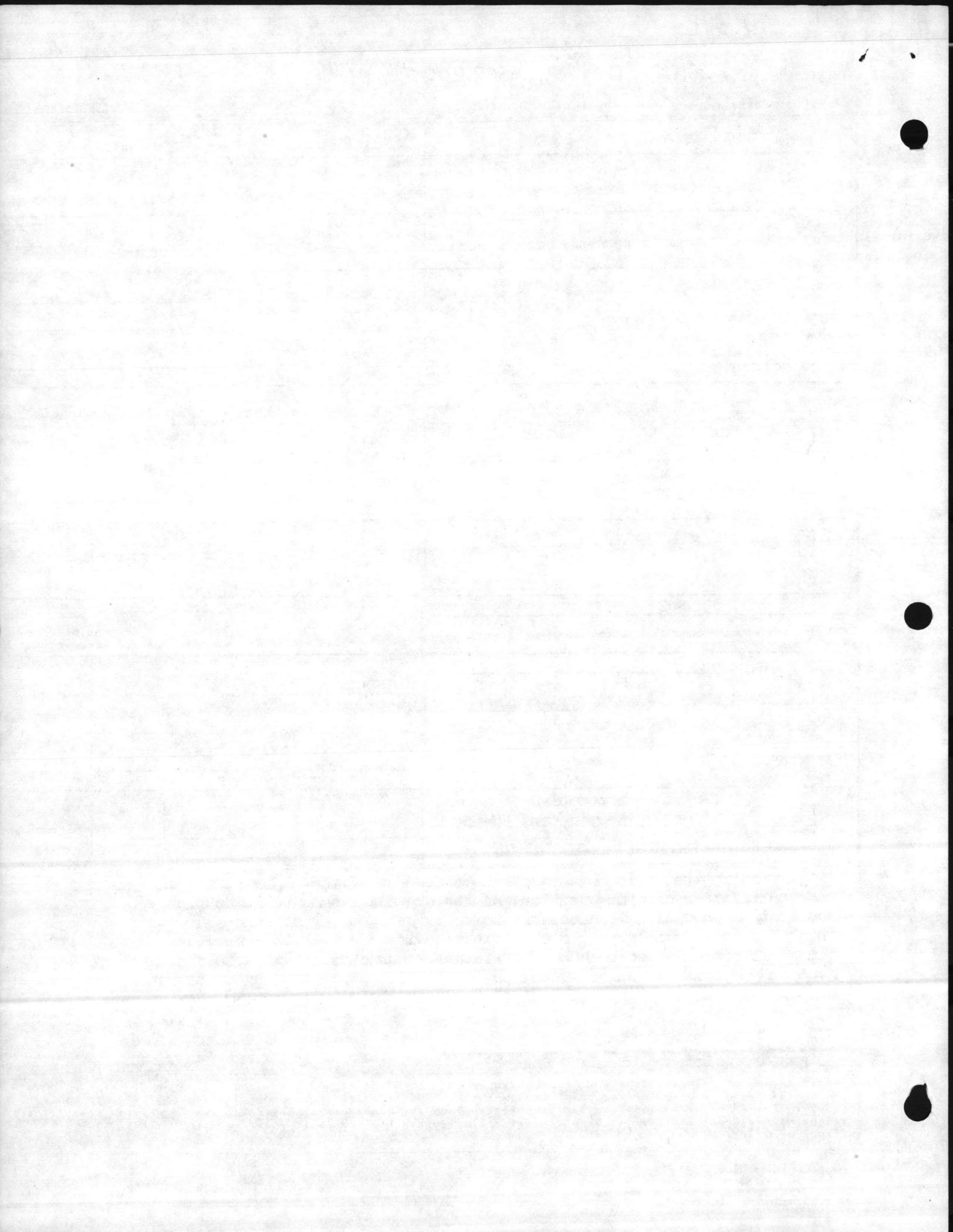
22. REMARKS I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that 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.

(Signature & Date - Immediate Supervisor)

(Signature & Date - Department Head)

The classification of this position may be appealed by the incumbent at any time. Appeals from classification actions which result in demotion or reduction in compensation must be timely in order for retroactivity to apply. Consult your classifier or appropriate activity instruction for procedures. Civil Service Commission classification standards and Department of the Navy classification guides are available for review in the Wage and Classification Office.

23. CLASSIFICATION OR RATING RECERTIFICATION:				
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I. Introduction - This position is located in the Heavy Equipment Section, General Services Branch, Maintenance and Repair Division, Base Maintenance Department, Camp Lejeune, North Carolina. The primary purpose of the position is to provide tire repair service, maintenance to a wide variety of heavy mobile engineer earth-moving equipment, motor graders, loaders, mobile cranes up to 40 tons, scrapers and various types of groundskeeping equipment.

## II. Major Duties

A. Performs complete tire service to all mobile engineer and grounds-keeping equipment such as mobile cranes up to 40 tons, scrapers, motor graders, loaders, distributors, and wheel tractors. Tires are removed and replaced on equipment by use of hand and power tools, such as jack wrenches, lug wrench, hammer, socket wrench, power wrench, and both hand and power operated hydraulic jacks. Repairs are made on tires by insertion of shoes in places where a weakness in walls is observed; repairs tubes by vulcanizing, and replaces valve stems and cores. Repairs are made in the shop, or in the field.

B. Incumbent assists in cleaning up work areas in the shop and the surrounding areas. Incumbent also cleans equipment using the steam cleaning process in the absence of the employee regularly assigned to this work.

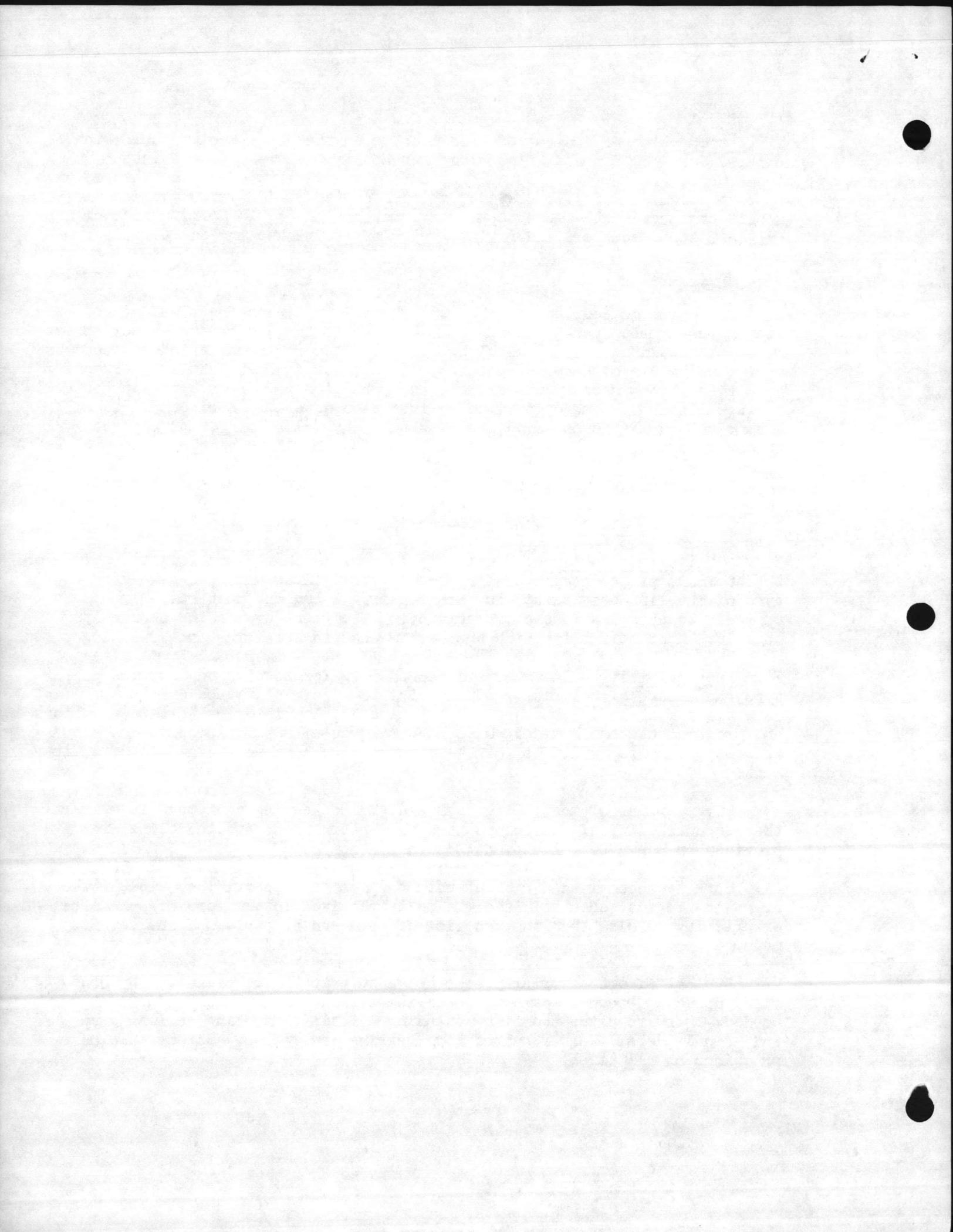
III. Skills and Knowledge - Must be able to read charts and follow instructions to determine proper amount of air pressure to inflate tires, and to know the type of material best suited in tire repair. Incumbent must keep himself upgraded to changing models of engineering equipment by reading charts and manuals. Must be familiar with the best method in repairing and replacing tires.

IV. Responsibility - Incumbent is responsible for keeping on hand the proper type and amount of material, and supplies to repair all tires and tubes. Supervisor must be informed before supplies get low in order that requisitions and procurement can be made. Must keep records of materials used, and know what supplies are available for the many different makes and models of equipment.

Tire repairs of mobile engineer and groundskeeping equipment is primarily the responsibility of the incumbent after instructions and locations are provided by Heavy Duty Equipment Mechanic Foreman.

Work is accomplished without more than normal supervision, with little or no in-progress checks. Supervision is received in the form of schedules or priority work so that an even flow of work can be performed and repairs made.

V. Physical Effort - Normally, the heaviest weights to be handled by hand range up to 100 pounds for short carrying distances, with help provided as needed. Work requires stooping, standing, sitting, kneeling, climbing up and down ladders. Work requires good hearing and vision. Safety must be practiced at all times.



VI. Working Conditions - Works outdoors approximately 50% of the time and indoors 50% of the time. Incumbent is exposed to wind, sand, water, dust, coal, mud, sun, dirt, smoke, noise vibrations from equipment, unpleasant odors, poor illuminations, slippery surfaces, insects, snakes, and ticks. Safety protection equipment is furnished as required.

