

Shop Copy

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. 11-81

2. Reason for Submission:  Redescription,  Reestablishment,  Explanation (Show any positions replaced)

3. Service:  New,  Dept'l,  Field

4. Employing Office Location: Camp Lejeune, N.C.

7. Fair Labor Standards Act:  Exempt,  Nonexempt

8. Employment/Financial Stmt Required:  Yes,  No

9. Subject to IA Action:  Yes,  No

10. Position Status:  Competitive,  Excepted (Specify)

11. Position is:  Supervisory,  Managerial,  Neither

12. Sensitivity:  Critical,  Noncritical,  Nonsensitive

13. Competitive Level Code

14. Agency Use

| 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                                   | Heavy Mobile Equipment Mechanic Helper | WG       | 5803              | 5     | DB       | 2/17/81 |
| 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, N.C.

a. First Subdivision: Base Maintenance Department

b. Second Subdivision: Maintenance and Repair Division

c. Third Subdivision: General Services Branch

d. Fourth Subdivision: Heavy Equipment Section

e. Fifth Subdivision:

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 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: Heavy Mobile Equipment Mechanic Foreman

Signature: Glenn Fisher, Date: 1-13-81

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): B. W. ELSTON Maintenance Manager

Signature: B. W. Elston, Date: 1/14/81

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

FLSA: Exempt  Nonexempt  Unit Status: WE

CFI:  SPC:  BOC:

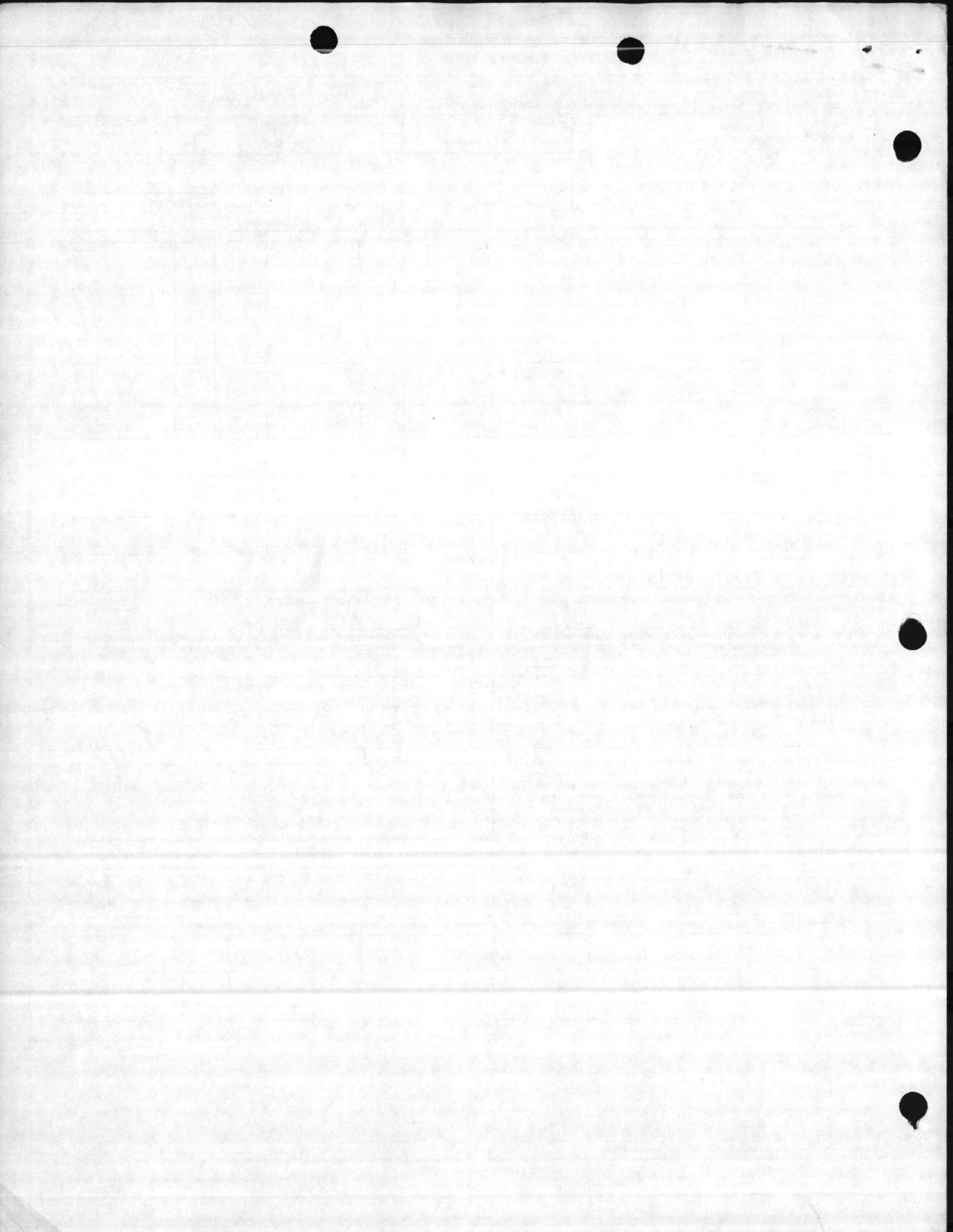
Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

23. Position Review

|                        | Initials | Date |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) |          |      |          |      |          |      |          |      |          |      |
| b. Supervisor          |          |      |          |      |          |      |          |      |          |      |
| c. Classifier          |          |      |          |      |          |      |          |      |          |      |

24. Remarks

25. Description of Major Duties and Responsibilities (see attached)



## HEAVY MOBILE EQUIPMENT MECHANIC HELPER

I. Introduction. This position is located in the Heavy Equipment Section, General Services Branch, Maintenance and Repair Division, Base Maintenance Department. The primary purpose of this job is to perform the simpler and more routine duties of a mechanic, working with the Heavy Mobile Equipment Mechanic and the Automotive Mechanic. The incumbent will assist the mechanic in performing mechanical service to various types of engineering equipment such as overhead cranes, crawler cranes, crawler tractors, front end loaders, gradalls, motor graders, mobile cranes, Onslow Beach Bridge, stationary generators, air compressors, lubrication units, hydraulic, pneumatic and electric operated equipment, both diesel and gasoline powered. The incumbent will assist in repairing various types of grounds maintenance equipment, self-propelled and tractor drawn, such as tractors, fairway gang mowers, or rotary cutters.

### II. Major Duties

A. The incumbent will assist the Heavy Mobile Equipment Mechanic and the Automotive Mechanic to make repairs or completely overhaul all mechanical, hydraulic or electrical operated equipment, either diesel, gasoline or electrically powered, such as cranes (truck and crawler) cable or hydraulic operated up to 40 tons, overhead (rail mounted) electric operated cranes up to 60 tons, multi-purpose hydraulic and remote controlled machines, having braking, steering, and differential multisystem transmissions, pumps (low pressure and high pressure type), tanks, lines, and packings. Assists in disconnecting and reconnecting fuel, oil, hydraulic and electrical systems. Assists in making repairs to ignition, fuel, or spraying equipment such as carburetors, fuel pumps, related pumps, starters, generators, alternators and distributors.

40%

B. The incumbent assists a Heavy Mobile Equipment Mechanic in improvising or substituting parts to fit and work in systems that are not designed or specified, and assists in the repair of hydraulic systems using 3600 P.S.I. or more intricate fuel injection systems on 2, 3, 4, 6, 8, and 12 cylinder diesel and gasoline engines. Assists in making necessary adjustment by using hand tools, special wrenches or power tools, and to adjust moving parts to a clearance of one ten-thousandth of an inch or closer.

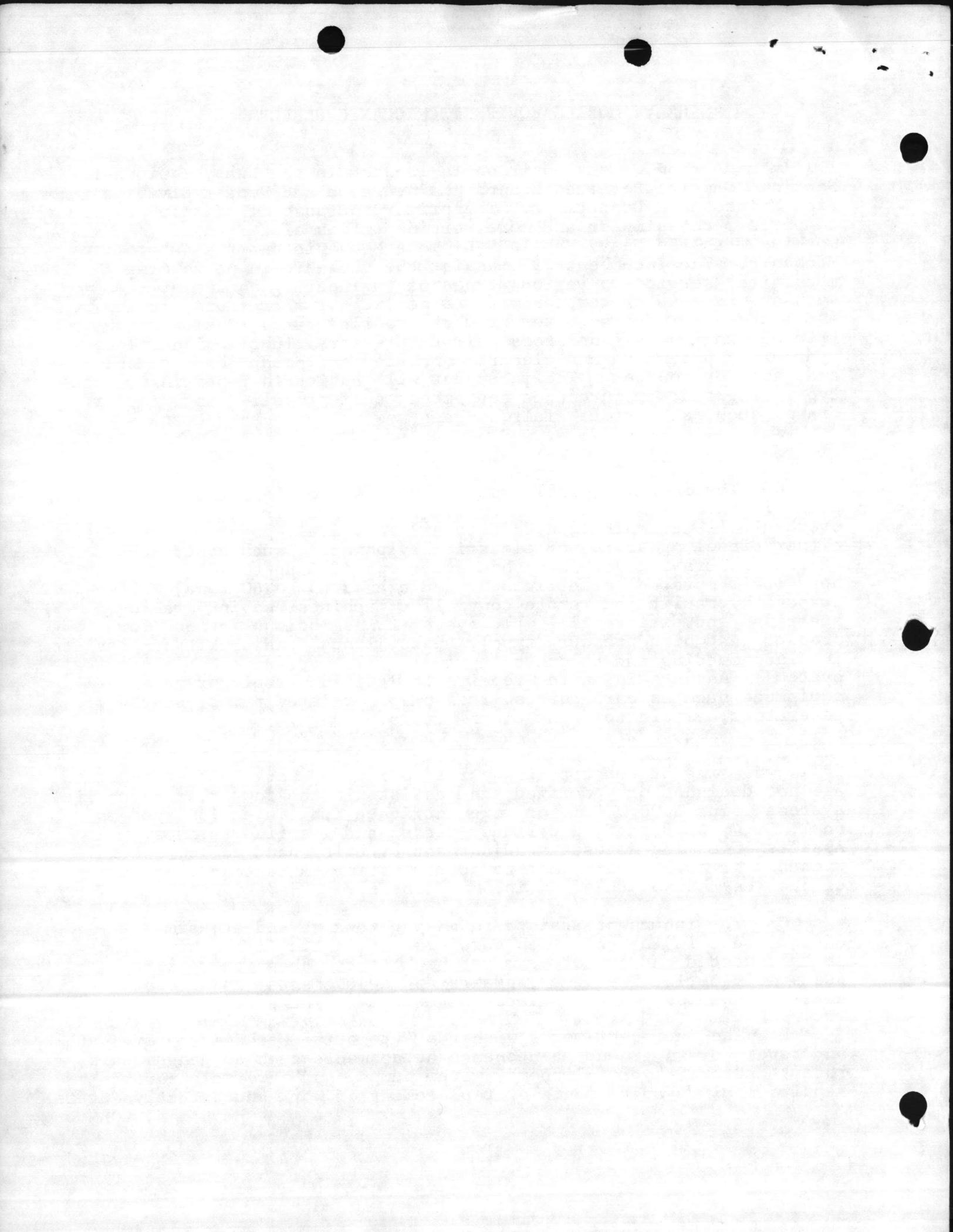
20%

C. The incumbent assists in making repairs and adjustments on equipment in the shop when possible, or in the field when equipment is needed and cannot be moved back to the shop for repairs. Assists in performing minor repairs and adjustments, major overhauling on all types of engineering equipment and parts.

20%

D. The incumbent works with the Automotive Mechanic to overhaul and repair drawn ground maintenance attachments such as gang mowers, rotary cutters, hydro clippers, water pumps, and sewer cleaners. Repairs include adjustments or replacement of work and defective parts.

20%



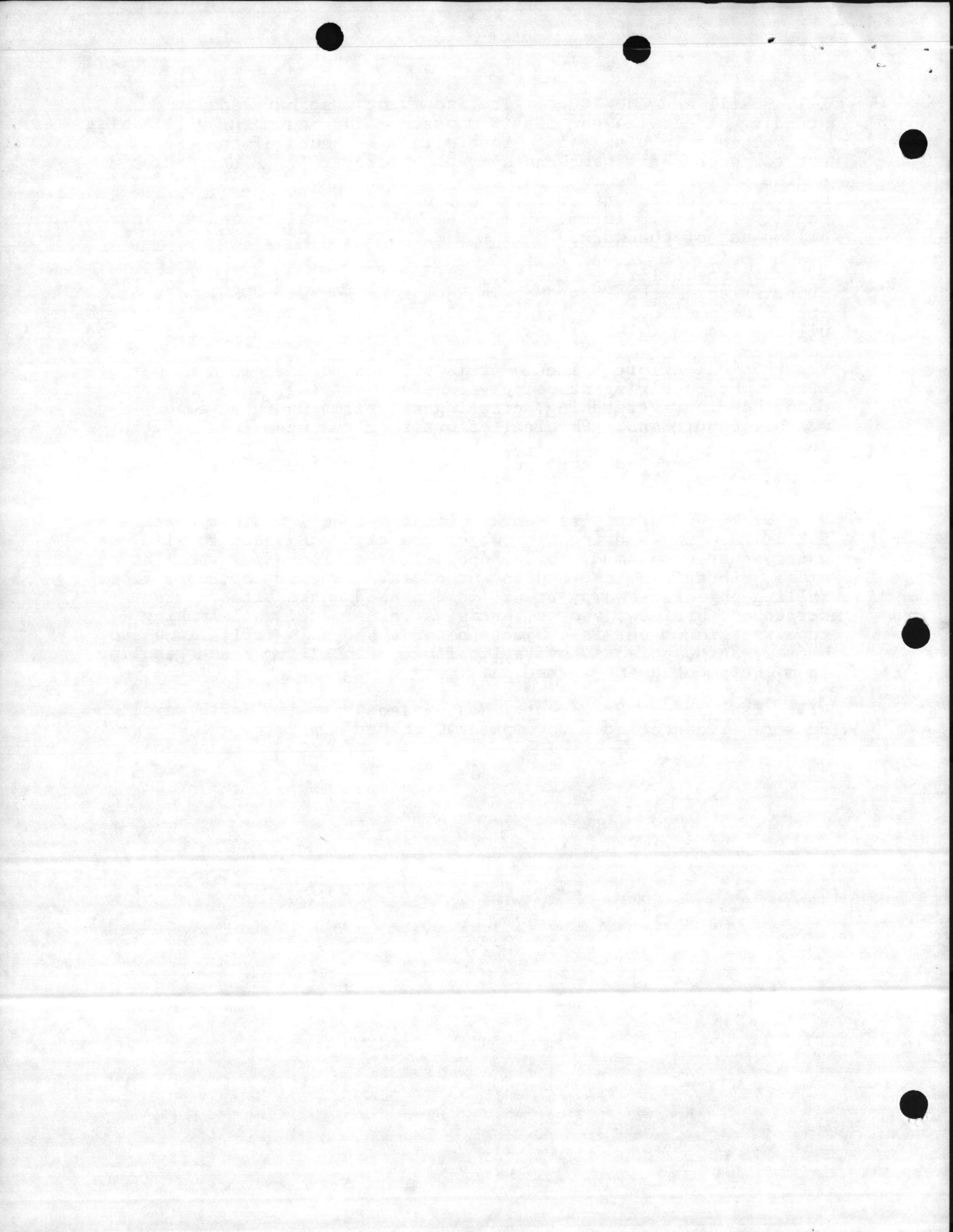
III. Skill and Knowledge. The incumbent must have some understanding of service and repair manuals. The incumbent will assist the mechanic in diagnosing trouble in all phases of the equipment and component parts such as hydraulic, electrical, lubrication, engine, drive mechanisms and a combination thereof. Incumbent must be able to follow instructions and procedures to perform simple repair problems. Incumbent must be able to assist mechanic in all phases of the work.

IV. Responsibility. The incumbent will work under the direct supervision of the Heavy Mobile Equipment Foreman, WS-10. The incumbent must observe safety procedures at all times. The incumbent will be responsible for upkeep and maintenance of all tools issued.

V. Physical Effort. Incumbent is subject to work in a number of situations requiring stooping, standing, sitting, kneeling, lying down, bending, stretching, crawling and climbing in adverse weather conditions. Physical effort requires occasional lifting and pulling. Heaviest weights handled are 100 pounds with help to lift or carry as required. Usual weights handled are 20 to 50 pounds.

VI. Working Conditions. Works outdoors in all weather conditions 50% of the time and indoors 50% of the time. Exposed to wind, sand, water, dust, sun, mud, noise, poor illumination, poor ventilation, smoke, vibrations, and unpleasant odors. Exposed to danger from falling objects, swampy areas, insects and snake bites, cuts, scratches, bruises, shocks, burns, strains, etc. while making repairs. Incumbent is subject to burns and skin irritations from battery acid, poisons, hydraulic fluid, diesel fumes and gasoline from equipment being worked on.

VII. Explanatory Statement. Must possess a valid North Carolina driver's license and a Government Operator's permit.



DUTIES AND STANDARDS:

Duty No. 1. Assists in making repairs or overhauling all mechanical, hydraulic or electrically operated equipment.

Standard. Incumbent assists Heavy Mobile Equipment Mechanic and the Automotive Mechanic to perform duties with 95% accuracy.

Duty No. 2. To improvise or substitute parts.

Standard. Supervisor standards require these repairs be made with 95% accuracy.

Duty No. 3. Assists in making repairs and adjustments in the shop or in the field.

Standard. Required to assist in performing minor repairs or adjustments in the shop or in the field if necessary when it is not possible to move equipment. Supervisor's standards require these duties be carried out in such a manner that only one or two justifiable complaints are received out of every ten jobs performed.

Duty No. 4. Assists in repairing and overhauling drawn ground maintenance attachments.

Standard. Repairs include adjustments or replacement of worn and defective parts. This equipment must be kept in operable condition at all times during the grass cutting season, therefore, duties must be carried out with 95% accuracy.

Duty No. 5. Reads repair and service manuals.

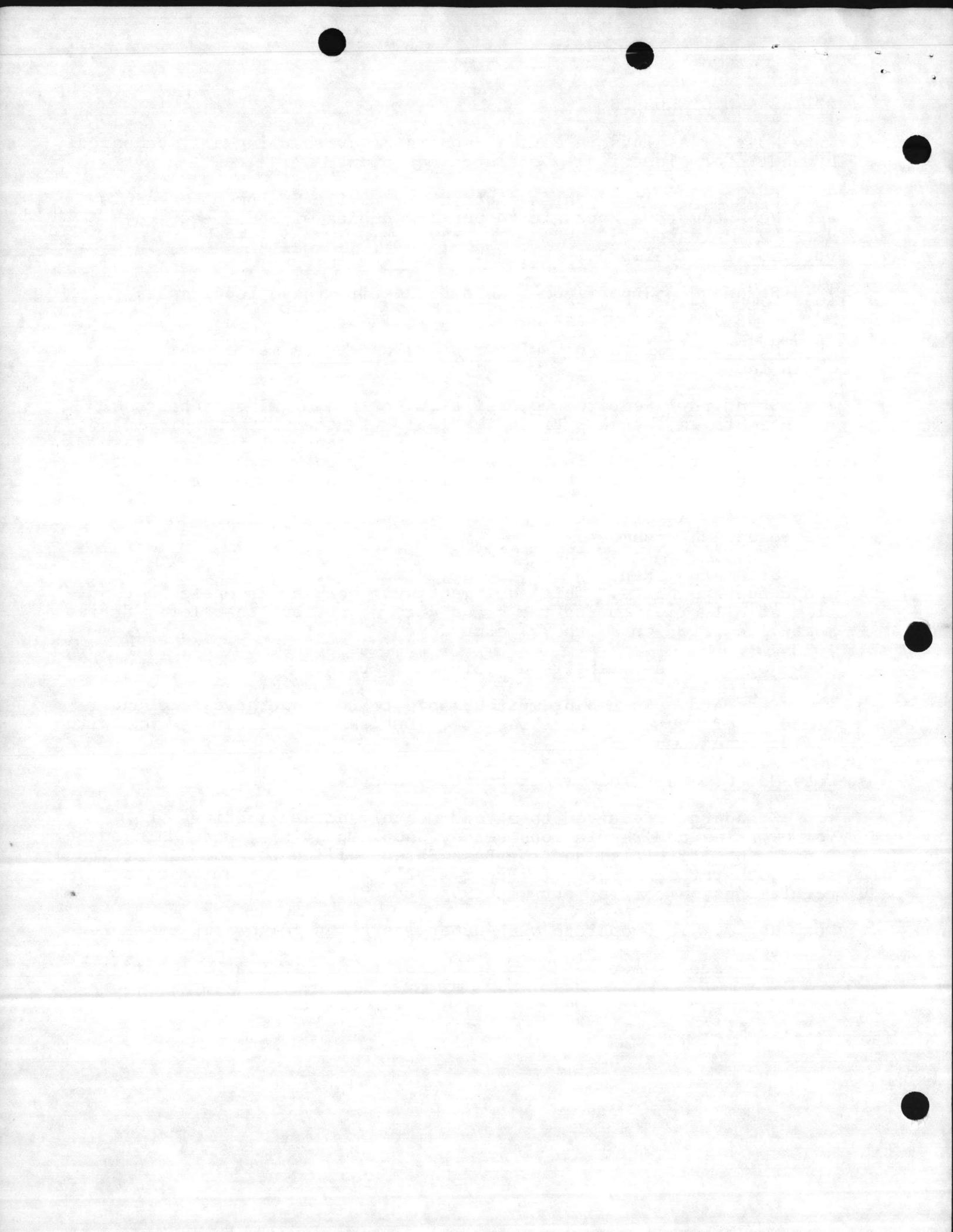
Standard. Incumbent must be able to read and have some understanding of manuals, sketches, etc. Duties must be carried out with 95% accuracy.

Duty No. 6. Must follow safety rules and regulations.

Standard. Required to attend monthly safety meetings, to follow rules and regulations set by shop supervisor, Base Maintenance Department officials, and the Base Safety Office to avoid injury to self, others, or property. Supervisor's standards require safety regulations be carried out with 95% accuracy.

Duty No. 7. To cooperate with supervisors and fellow employees.

Standard. Required good to better cooperation at all times.



Duty No. 8. Adaptability.

Standard. Incumbent must get along with fellow employees, get to work on time and work steadily; observe all rules such as lunch time, calling in promptly to report sick or emergency annual leave; cooperate with and follow instructions set by supervisor, etc. Must display an interest in work assignments and show initiative, resourcefulness and a willingness to learn. Incumbent must be able to adjust quickly and easily to work changes and pressures.

Approved by:

A. K. Lewis  
Transportation General  
Foreman

1-7-81  
Date

