

POSITION DESCRIPTION (Please Read Instructions on the Back) **ORIGINAL**

1. Agency Position No. 00049001
 6. CSC Certification No. 3263B(2)

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

3. Service: Dept'l Field

4. Employing Office Location

5. Duty Station

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) BUS 010

11. Position is: Supervisory Managerial Neither

12. Sensitivity: Critical Noncritical Nonsensitive

13. Competitive Level Code: 0000

14. Agency Use: JRX

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	<u>Roofers</u>	<u>WG</u>	<u>3606</u>	<u>9</u>	<u>JRX</u>	<u>11/13/86</u>
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

a. First Subdivision: Facilities Department

b. Second Subdivision: Base Maintenance Division

c. Third Subdivision: Maintenance & Repair Branch

d. Fourth Subdivision: Specific Jobs Section - Support Shops Unit

e. Fifth Subdivision: Specific Jobs Sub Unit #2

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

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature: Charles Moore Date: 30 OCT 86

Signature: Edward Wilk Date: 30 OCT 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 JGS for Roofers
WG 3606 TS-10 dtd 1/70

MARY RADABAUGH
 CLASSIFICATION SUPERINTENDENT

Signature: Mary Radabaugh Date: 11/17/86

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

Redescribed 04801 dtd

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

Handwritten notes in the bottom left corner, including the word "Barnes" and other illegible scribbles.

ROOFER

App. for John A. Aector
SUPPORT SHOPS UNIT
SPECIFIC JOBS SUBUNIT

#2

I. INTRODUCTION. This position is located in the Carpenter Shop, Building Trades Section, Maintenance and Repair Branch, Base Maintenance Division. The primary purpose of the position is maintenance and repair of all types of roof structures in the Camp Lejeune complex. This is a non-sensitive position.

II. MAJOR DUTIES

A. Removes old roofing in preparation for repairs or complete replacement; locate leaks, determine extent of damage, select work methods and proper materials to be used for repairs. Installs new roofs, including accessories such as metal flashing, gutters, gravel stops, etc. Repairs or replaces beams, joists, sheathing and other roof components.

B. Replaces and repairs insulation when such involves the use of pitch, asphalt, or other mastic water proofing.

C. Will be required to work in other building trades when circumstances require.

III. SKILL AND KNOWLEDGE

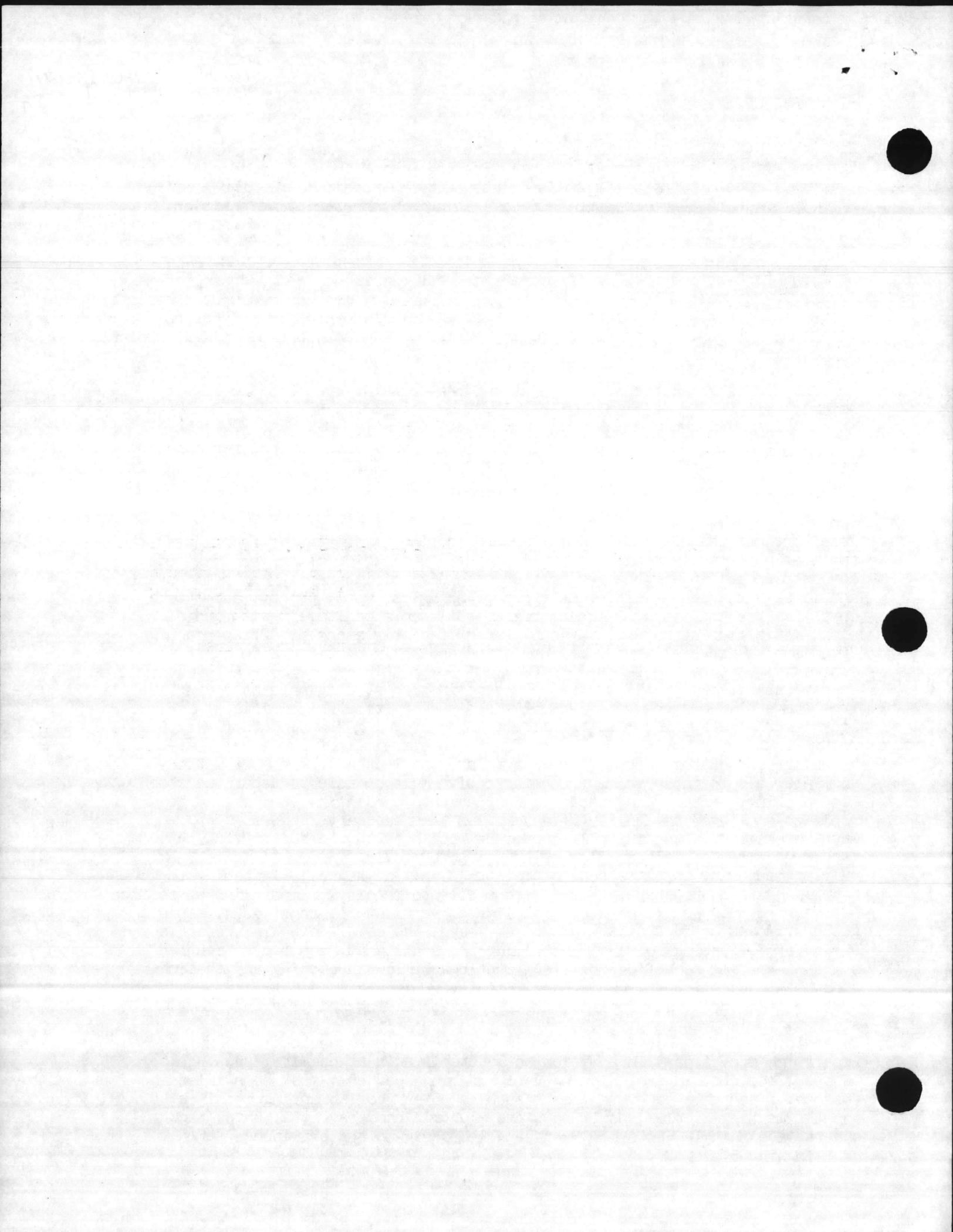
Incumbent must have a knowledge of modern roofing materials and techniques of application, both in repairs as well as the installation of new roofs. Must demonstrate ability in the application of a diversified variety of roof coverings and materials; such as different types of shingles, wood, cement, asbestos, composition asphalt and mineral surface, built-up asphalt felt with gravel topping, metal roofing panels, various grades of mastic asphalt, "Steep-pitch", "Deadlevel", etc., all types of insulation and their proper use in built-up roofs.

Must be able to locate leaks that, in some instances, originate at a distance from the area where the water actually shows entry through ceilings. After locating the leak area, must be skilled in determining the amount of area to be removed, and in removing the old roofing with a minimum of preliminary work, and be able to adequately repair the damaged area, selecting the proper methods and materials to match the surrounding roof. Must be able to determine when roof-decking, rafters, insulation, underlayment, sheathing, etc. should be replaced and have the ability to accomplish the necessary repairs.

Must be skilled in the installation of new roofs, with the ability to apply starter courses of felt roofing or shingles to provide proper alignment and overlap, insuring complete seal of joints as well as securely fastening to the underlying roof structure. Must also be able to repair, or install new roofing accessories such as gravel-stops, skylights, ventilators, roof jacks, pipes, gutters, downspouts, flashing around chimneys, gables, fire walls, parapets, eaves, etc., cutting forming, installing and sealing as required to meet standard roofing specifications, and must be skilled in cutting and shaping sheetmetal and shingles to fit requirements.

Must be able to cut and replace cement asbestos siding shingles and other siding materials as required.

In addition to the above, incumbent is required to make various carpentry repairs on occasions. In addition to handtools such as hammers, saws, chisels, punches, roofers rippers, ripping bars and hand spudders, must be skilled in the use of portable power equipment such as power roof scrapping machines, asphalt melting kettles, power saws and electric hammers, metal snips and shears, and shingle cutters. Must be able to rig hoists or winches for handling materials.



IV. RESPONSIBILITY

Incumbent receives work assignments orally and/or written from the supervisor. Responsible for determining, planning and laying out the job, locating leaks, deciding area to be removed and replaced. He is also responsible to his supervisor for the complete accomplishment of the work, including the work of Helpers assigned to the job. The supervisor spot checks periodically and upon completion to insure that work meets standard practices of the trade.

This is an essential position, therefore during inclement weather such as, but not limited to, ice storms, snow storms, high winds, and hurricanes, incumbent will be expected to report for work and will be subject to being called back to work during off hours when an emergency arises.

Will be required to qualify for and obtain a Government Driver's Permit.

V. PHYSICAL DEMANDS

Required to work in various positions, standing, squatting, sitting, kneeling, climbing, etc., depending upon job at hand. Works from ladders and scaffolds. At times, must perform lifting and carrying up to 100 pounds with materials such as rolls of roofing, shingles, insulation and asphalt.

VI. WORK CONDITIONS

Incumbent is required to work primarily out of doors in all kinds of weather. Subject to falling when working from ladders, scaffolds and roofs. Exposed to possible burns from hot tar or asphalt as well as the probability of cuts, bruises, sprains, etc. Expected to use practical safety measures employing safety equipment such as goggles, face shields, gloves, aprons and foot protection. Works with asbestos products, pitch, tar and other roofing materials which result in unusually dirty conditions damaging to clothing and shoes.

10/19/79

10/19/79

