

OFFICIAL CLASSIFICATION OR RATING ACTION

POSITION OR JOB TITLE	SCHED. OR SERV.	SERIES	GRADE/PAY LEVEL /FORMULA	CLASSIFIERS INITIALS	CLASSIFICATION OR RATING OFFICIAL (Signature, Title and Date)
1. THIRD ACTION					
2. SECOND ACTION					
3. FIRST ACTION					
Boiler Plant Operator Foreman WS 5413 9 M					W. R. Martin 2/5/76 W. R. MARTIN By direction
4. RECOMMENDED					5. NAME OF EMPLOYEE

6. ACTIVITY - NAME AND LOCATION		9. (3rd)
Marine Corps Base, Camp Lejeune, NC		Steam Generation Branch
7. ORGANIZATIONAL SUBDIVISIONS (1st)		10. (6th)
Base Maintenance Department		
8. (2nd)		11. ORGANIZATIONAL TITLE OF POSITION OR JOB (If any)
Utilities Division		

12. EMPLOYEES NOW PERFORMING DUTIES (Ungraded jobs only)			
(No.):	(Title):	(No.):	(Title):
			FLSA: Exempt Nonexempt <input checked="" type="checkbox"/> Unit States 8888 NS
			CPI None None None

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
1	JD No. 50-75	Boiler Plant Operator Foreman, WS-5402-9		
15. IDENTICAL TO-			20. SIGNATURE AND TITLE (Immediate supervisor)	DATE
16. ATTACHED STATEMENT OF DIFFERENCE TO-				
17. REPLACES-			(Position No., Classification or Rank)	
18. OTHER (Specify)			21. SIGNATURE AND TITLE (Person authorized to establish position or job)	DATE
T/DR 7512 line 497		Don't exempt		

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.

Robert J. Northington 1-30-76
(Signature & Date - Immediate Supervisor)

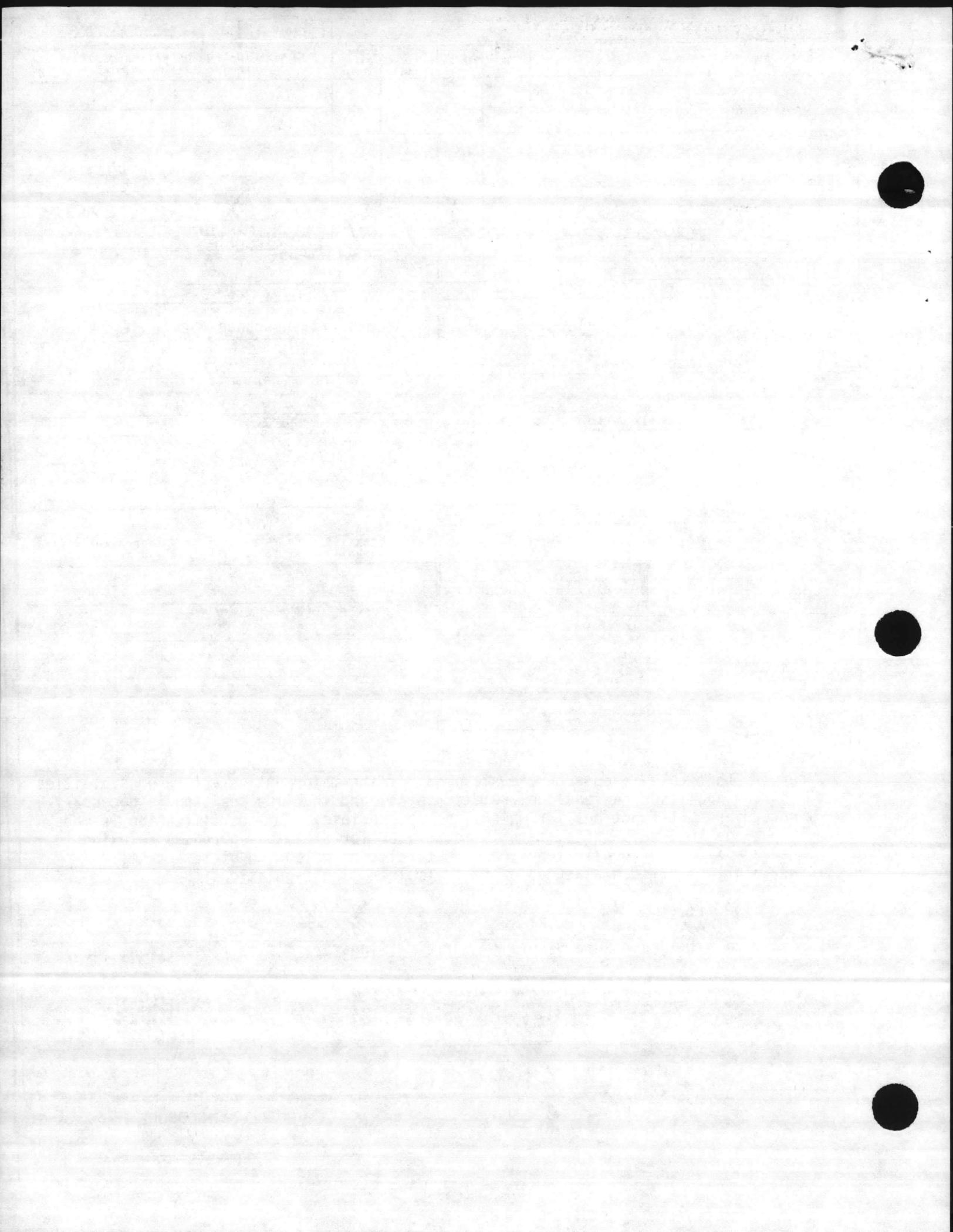
W. Fricker 2-4-76
(Signature & Date - Department Head)

Classification of this position may be appealed by the incumbent at any time. Appeals from classification action which result in demotion or reduction in compensation must be filed 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.

SECNAVINST 12510.7:

23. CLASSIFICATION OR RATING RECERTIFICATION:	Position reviewed and class. determined appropriate 3/23/79 4/7/80 of 3/19/80 of 3/15/80 of 2/5/80 of	7/14/80	(X) (C) (E) (S) (M) (A) (N) (O) (D) (P) (R) (T) (U) (V) (W) (Y) (Z)	CLASSIFICATION OFFICE
---	--	---------	---	-----------------------

ENCLOSURE 151



Amendment No. I

Boiler Plant Operator Foremen WS-9

Job Description No. 50-75

III. Explanatory Statement

Add the following:

The incumbent will visit, on an unscheduled basis, water, sewage and cold storage plants to verify operator attendance. Visits will be made during shifts not normally worked by the General Foreman and/or Foremen of the respective water, sewage, and cold storage plants. Incumbent will not provide technical assistance on the operation and maintenance of these plants.

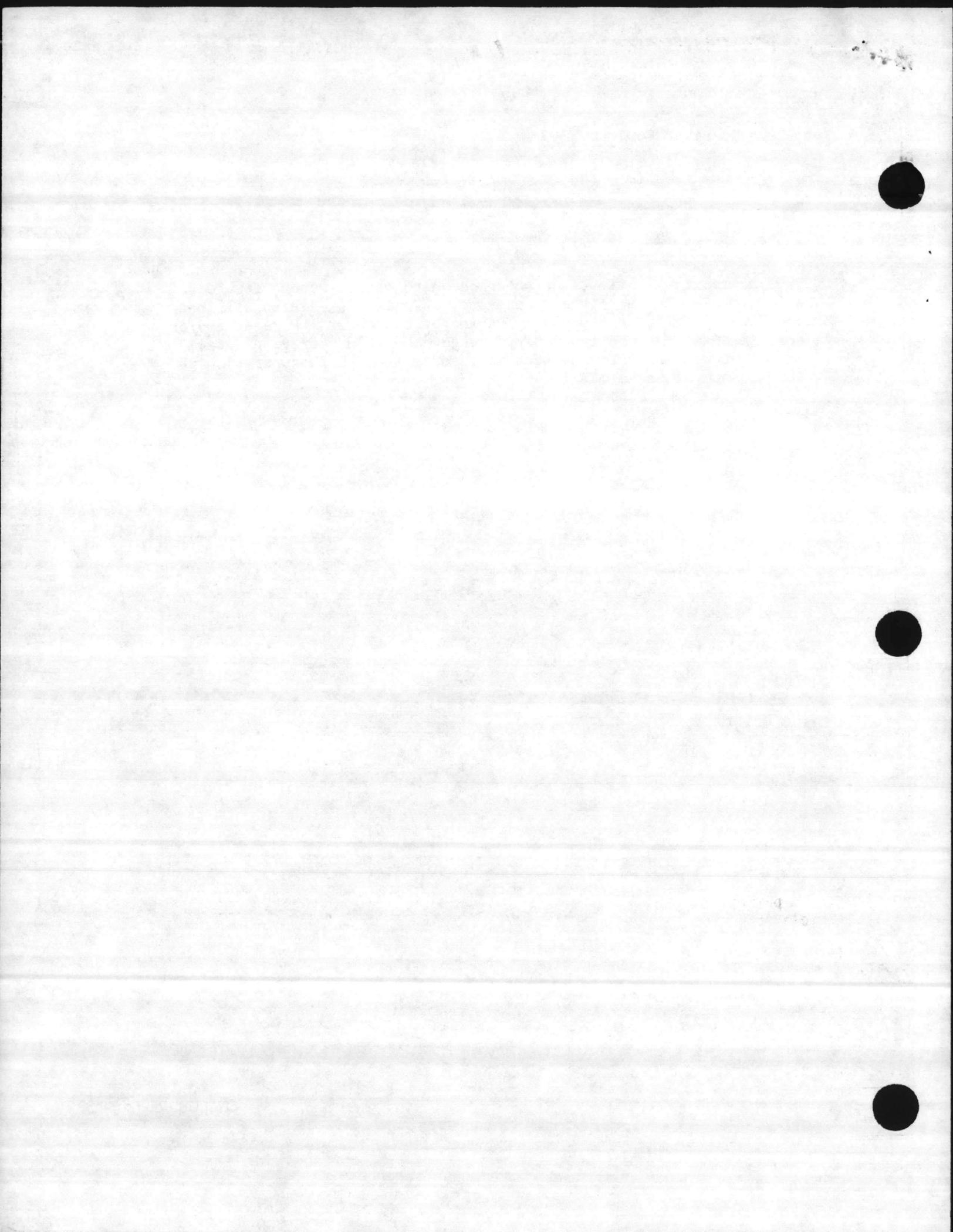
ilities
ary
ade
to

75

tion ac-
pply
sifice-

OCYAN

ENCLOSURE 151



POSITION OR JOB DESCRIPTION FOR INSTRUCTIONS

NAVSO 12510/7 (REV. 10-67)

(See Instructions on Reverse)

0104 942 4340

214

50-75

1. POSITION OR JOB TITLE	SCHED. OR SERV.	SERIES	GRADE/PAY LEVEL / FORMULA	CLASSIFIERS INITIALS	CLASSIFICATION OR RATING OFFICIAL (Signature, Title, and Date)
THIRD ACTION					
SECOND ACTION					
FIRST ACTION					
Boiler Plant Operator Former WS 5400 9 M					W. R. Martin 9/23/75 By direction
4. RECOMMENDED					5. NAME OF EMPLOYEE

6. ACTIVITY - NAME AND LOCATION		9. (3rd)	
Marine Corps Base, Camp Lejeune, NC		Steam Generation Branch	
7. ORGANIZATIONAL SUBDIVISIONS (1st)		10. (4th)	
Base Maintenance Department			
8. (2nd)		11. ORGANIZATIONAL TITLE OF POSITION OR JOB (If any)	
Utilities Division			

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

13. DUTIES AND RESPONSIBILITIES NOT ELSEWHERE DESCRIBED - COMPLETE DESCRIPTION ATTACHED			REASON FOR SUBMISSION	
14. ATTACHED AMENDMENT NO.			19. SIGNATURE (Employee)	
POS. OR JOB #	CLASS. OR RATING	DATE		
		20. SIGNATURE AND TITLE (Immediate supervisor)		
15. IDENTICAL TO		DATE		
16. ATTACHED STATEMENT OF DIFFERENCE TO		(Position No., Classification or Rank)		
17. REPLACES-	JD No. 110-70	Boiler Plant Operator Leader, WL-5402-11	21. SIGNATURE AND TITLE (Person authorized to establish position or job)	
18. OTHER (Specify)			DATE	
11075 FPH-511				
11074 FPH-511 - APR 75 to 10 July 74 Inc # 493				

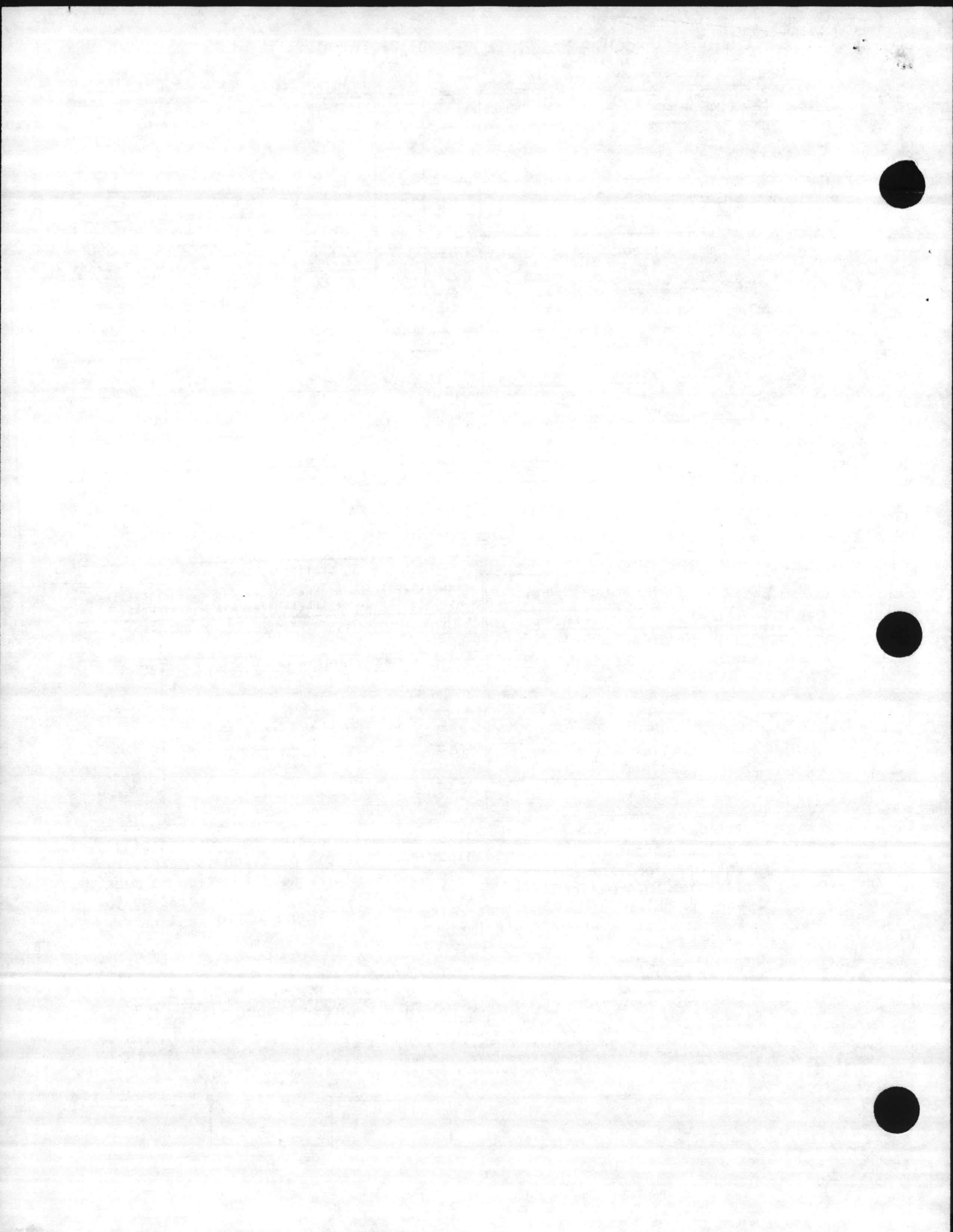
REMARKS: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this 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: Walter L. Witherington 7-18-75
 Signature & Date - Department Head: W. R. Martin 7-18-75

Classification of this position may be appealed by the incumbent at any time. Appeals from classification action which result in demotion or reduction in compensation must be timely in order for retroactivity to apply. Your classifier or appropriate activity instruction must be timely in order for retroactivity to apply. Standards and Department of the Navy classification guides are available for review in the Wage and Classification Office.

ENCLOSURE (5)

CLASSIFICATION OR RATING				
CERTIFICATION				



I. DESCRIPTION OF DUTIES

A. Job Summary

Job Location - This position is located in the Steam Generation Branch, Utilities Division, Base Maintenance Department.

Description of Work Performed - Work performed in the Steam Generation Branch is the operation and maintenance of the steam generating plants. This consists of 67 high and low pressure steam generating plants, 89 boilers ranging from 10 hp to 3,000 hp. Twenty-seven of the boilers are high pressure and operate from 100 to 150 PSI with a generating capacity of 2,000 to 100,000 pounds of steam per hour. Work performed is primarily supervisory in nature, dealing with production, personnel and maintenance as it pertains to the steam generating plants. Incumbent supervises the performance of 11 to 16 Boiler Plant Operators on one of the four rotating shifts and performs actual duties of the trade approximately 15% of the time.

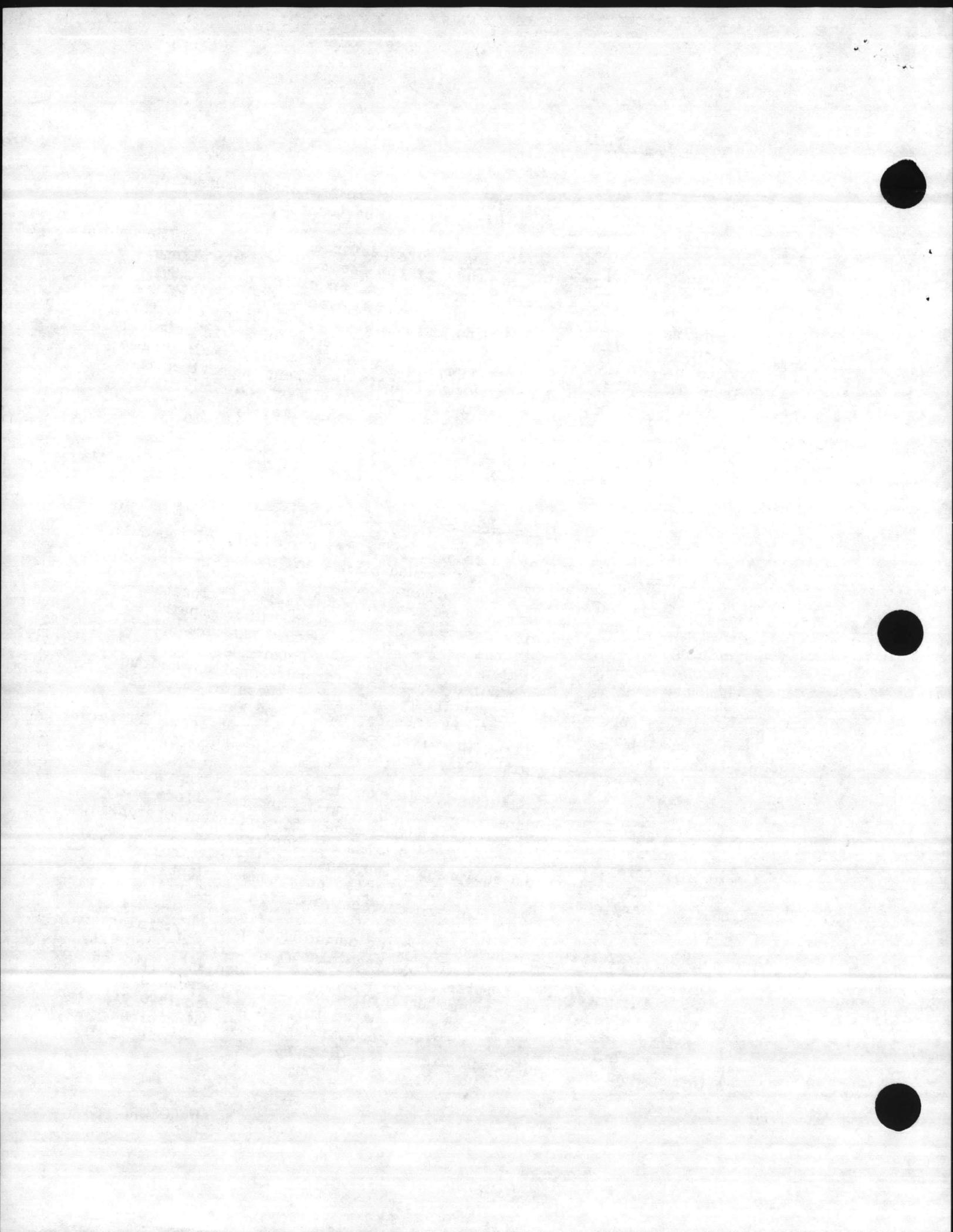
II. EVALUATION FACTORS

A. Nature of Supervisory Responsibility

Planning - Planning is on a shift basis, consisting of scheduling visits to seven attended and 60 unattended plants and boilers during the eight-hour shift. Plans work as emergency calls are received from attended plants and other areas where unattended boilers are located, determining areas of priority. Makes adjustments and minor repairs as they arise and lists operational materials that are needed, draws from warehouse or submits requirements to supervisor. Determines manpower requirements in making unscheduled adjustments in personnel at various plants due to personnel not reporting because of sickness or emergency leave. Determines manpower requirements for number and kind to meet any unscheduled problem by calling in relief operators or supervisor. Prepares leave schedule to comply with relief operators on assigned shift.

Work Direction - Authority is exercised in organizing work and scheduling assigned personnel for plant operations and to perform emergency maintenance as required. Exercises requirements for efficient operation, chemical program, housekeeping, and explains methods and procedures as needed. Shift boilers and equipment as warranted by the particular situation. Any operational discrepancy noted at attended plants is brought to the attention of the operator and corrective action initiated.

Administration - Responsible for ensuring that safety, rules and regulations are being complied with in each plant. Ensures availability of safety instructions, operator and plant safety devices and equipment and passes on requirements to higher level supervision. Conducts on-the-job training and safety meetings as required in plants to achieve efficient and safe operation procedures. Makes recommendations for disciplinary action on infractions detected during his shift. Responsible to exercise and



resolve complaints and counseling. Appraises performance of subordinates and assigns annual performance ratings. Keeps time cards and approves leave for personnel on assigned shift. Inspects plant operation log sheets and charts to ensure operators are recording the required information and steam plants are running at top efficiency. Works up daily log sheets, fuel consumption and efficiency reports when time permits, maintains records of vehicle utilization and logs malfunctions for maintenance and repairs encountered on patrol.

Controls over the Job - Immediate Supervisor is the Boiler Plant Operator Foreman, WS-12, located in Building 1700, Central Heating Plant. Personnel contacts are made with the immediate supervisor on the 0800 to 1600 shift, Monday through Friday, or when called in due to an emergency. Incumbent is held responsible for his assigned shift, nights, holidays and weekends, due to no other supervision. He works approximately 85% of these shifts without supervision. Problems referred to supervisor are shift changes and repairs made during shift.

B. Level and Complexity of Work Supervised - Supervision is direct, and is of an administrative and technical nature. Subordinates supervised consist of three Boiler Plant Operators, WG-5; three Boiler Plant Operators, WG-7; seven Boiler Plant Operators, WG-9; and three Boiler Plant Operators, WG-11. Subordinates are located in seven separate plants. Technical supervision is exercised in the attended plants to ensure alertness of operator, efficient operation and safety is being maintained.

III. EXPLANATORY STATEMENT

The guidance, supervision and control of personnel required to operate these plants efficiently require continuous and close supervision due to isolated locations of heating plants. The operation of assigned heating units which contain many items of equipment which is initially expensive and the operation of which is critical. Errors in judgment could cause the loss of property and possible injury to personnel. Improper operation could also become costly from a fuel consumption standpoint. Incumbent must have good vision and color perception to determine various chemical analysis, must be mentally alert, as incumbent is always subject to exposure to extreme heat, and working areas where exposure to dust, smoke, gas and certain chemical fumes are frequent. Must be physically able to climb ladders and cat-walks in the various plants. The incumbent must have a valid Government drivers permit, and be qualified to operate all of the attended and unattended plants.

an Pers
ion,
re
f-
an-
res
and
me.
n,
re
f-
an-
res
and
ne.
shift
ts.
ign-
onal
ift
ts.
ign-
onal

