

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

S00063

2. Reason for Submission

3. Service

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

- Redescription New
 Reestablishment Other

- Hdqtrs. Field

Explanation (Show any position replaced)

7. Fair Labor Standards Act

- Exempt Nonexempt

8. Financial Statements Required

- Executive Personnel Financial Disclosure Employment and Financial Interests

9. Subject to IA Action

- Yes No

10. Position Status

- Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11. Position is:

- Supervisory
 Managerial
 Neither

12. Sensitivity

- 1-Non Sensitive 3-Critical Sensitive
 2-Noncritical Sensitive 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

Standard Position Description

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Tractor Operator	WG	5705	6		
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

a. First Subdivision

U.S. Fish & Wildlife Service

b. Second Subdivision

Region

c. Third Subdivision

d. Fourth Subdivision

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

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

Signature

Date

Signature

Date

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 U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Tractor Operator, 5705, TS-62, 1/92; Maintenance Mechanic, 4749, TS-30, 5/74

Typed Name and Title of Official Taking Action

Standard PD

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 U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

FPL: Medical:
 BUS:
 Drug:

Deard June 4-28-03
 APPROVED FOR SERVICEWIDE USE

25. Description of Major Duties and Responsibilities (See Attached)