

EVALUATION STATEMENT

Labor Category/FLSA: Exempt

 Current Position Description
 X Proposed Position Description

Date Prepared: 7/3/03

Approving Official: Name: Charlene Watson Signature: 
Supervisory Personnel Management Specialist

Position: Maintenance Mechanic Supervisor
WS-4749-9
Rocky Mountain Laboratories
Intramural Administrative Management Branch,
Administrative and Facilities Management Section

Series and Title: The incumbent supervises a crew consisting of Maintenance Mechanics/Workers (WG-4749), Electricians (WG-2805), and Utility Systems Repairer/Operators (WG-4742). These employees maintain, operate, troubleshoot, and repair building and facility-related equipment in the mechanical, structural, electrical, and grounds maintenance trades. In addition, the section performs minor to major remodeling and renovation projects in laboratories, offices, and service spaces at the RML.

The Maintenance Mechanic series, WG-4749 covers the maintenance and repair of grounds, exterior structures, buildings, and related fixtures and utilities, requiring the use of a variety of trade practices such as carpentry, masonry, plumbing, electrical, air conditioning, cement work, painting, and other related trades. The subject position fits within this definition. The title for supervisory positions in this series is Maintenance Mechanic Supervisor.

Grade Level: The FWS Job Grading Standard for Supervisors, December 1992 is used to determine the grade level. Evaluation of the classification factors follows:

1. Nature of Supervisory Responsibility. This position is a first-line supervisor over a crew of seven subordinates. It involves day-to-day direction of the work of the section, following policies, work plans, and schedules established by higher management. This directly matches Situation 1.

2. Level of Work Supervised. Projected staff consists of:

- 1 Electrician, WG-2805-11
- 2 Utility Systems Repairer/Operators, WG-4742-11
- 1 Maintenance Mechanic, WG-4749-10
- 2 Maintenance Workers, WG-4749-8
- 1 Maintenance Worker, WG-4749-6

Three of the subordinate positions are WG-11. However, the two Utility Systems Repairer/Operators are classified at grade 11 because of unusual independence and freedom from technical supervision. The evaluation statement for those positions explicitly notes that "much of the specialized work done requires skills *in which the supervisor is not the expert*". The standard explicitly excludes such positions from consideration as base level. The only other grade 11 is an Electrician; the standard also generally excludes single positions from base level.

In these circumstances, a base level must be constructed, i.e., the grade that best represents the *normal* full performance level of the preponderant work of the organization. WG-10 is the normal full performance level for the Utility Systems Repairer/Operators, the senior Maintenance Mechanic, and the Electrician. Accordingly, that is selected as the base level of work supervised.

3. Scope of Work Operations Supervised.

A. Scope of Work Function and Organizational Authority Level A-1; 30 points

This position directly matches level A-1, i.e., a position with first level supervisory authority over a single work function.

B. Variety of Functions Level B-3; 50 points

Most subordinates are in grades 8-13, and are engaged in similar maintenance and repair functions.

C. Workforce Dispersion Level C-1; 5 points

Subordinates work in a large number of buildings, but all within the confines of the RML Lab site.

Total points for Scope of Work Operations Supervised: 85; this converts to Level B (70-110 points)

Summary:

Nature of Supervisory Responsibility:	Situation 1
Level of Work Supervised:	WG-10
Scope of Work Operations:	Level B

Using the grading table in the standard, this combination converts to WS-9. Accordingly, the classification is Maintenance Mechanic Supervisor, WS-4749-9.

Maintenance Mechanic Supervisor, WS-4749-9

I. INTRODUCTION

This position is located in the Intramural Administrative Management Branch, Administrative and Facilities Management Section, Rocky Mountain Laboratories (RML) in Hamilton, Montana. The section operates, maintains, and repairs the mechanical and electrical systems in over 22 buildings consisting of research laboratories, animal buildings, office buildings, a heating plant, glassware washing facility, and living quarters.

II. MAJOR DUTIES AND RESPONSIBILITIES

The incumbent serves as a working supervisor, overseeing the day-to-day performance of the various workers in the section, i.e., maintenance mechanics, electricians, and maintenance workers. These employees maintain, operate, troubleshoot, and repair all building facility related equipment in the general trade areas of mechanical, structural, electrical, and grounds maintenance. In addition, the Section performs minor to major remodeling/renovation projects in laboratory, office and service space at the RML and installation of laboratory and mechanical equipment.

- Plans the use of workers, equipment, facilities, materials, and tools on a day-to-day basis;
- Complies with work priorities, project schedules, resources, and detailed work plans established by higher level supervisors;
- Follows customary work cycles and sequences in planning work assignments;
- Tracks and reports progress on work assignments and requests authority to adjust assignments and use overtime, equipment, and materials to meet schedules;
- Recommends changes to schedules, priorities, and work sequences as necessary and makes minor deviations in procedures or redirects resources to overcome equipment failure, material delays, or unplanned absences;
- Assigns work to individuals and provides technical direction in accomplishing difficult work steps and processes;
- Observes work in progress, anticipates and resolves problems, reassigns personnel within the group, and coordinates work among workers and other supervisors to maintain work progress and meet schedules;
- Inspects completed work for quality and work order requirements;
- Reports possible or actual work delays to supervisor;
- Supports and explains management programs to subordinates;
- Recommends performance ratings, training, disciplinary actions, changes in performance standards, and the most suitable applicants for vacancies;
- Advises and counsels workers on how to improve their performance and explain new work techniques;
- Investigates grievances and complaints, resolves them informally, and notifies supervisor of serious matters;
- Assures safety and housekeeping practices are observed;
- Maintains work reports and records and assists supervisors in planning overall leave schedules.

Incumbent is also responsible for trouble shooting, performing work, and assuring that all repair, maintenance and inspection of electrical, mechanical, and associated equipment are met. The incumbent is charged with all safety aspects of this work, including verifying that all completed work at RML, including contract work, is in accordance with applicable codes and that all systems are maintained in a safe operating condition. The incumbent is responsible for all planning and procedures to meet special laboratory needs. Examples include: humidity controls, thermostatic controls for cold rooms, air conditioning, incubators, intensity lights, alarms and indicating devices. The incumbent is responsible for the proper operation of electronic and mechanical equipment such as electronically operated doors, heating control panels, electrical motors, heating, cooling and ventilation systems, etc. Assembles and installs electrical and mechanical equipment and systems when new construction or repair projects are undertaken by the shop. Inspects and tests for workmanship and for conformance with prescribed plans, blueprints, and wiring diagrams, and reports to the Director of the Maintenance and Operations Branch.

Incumbent has the responsibility to oversee contractor's performance on the operation of boiler room, elevator, and janitorial services. Also reviews submittals on design contracts and consults with AE's and DES personnel on contracts/construction work related to infrastructure projects.

Frequently communicates with and advises: administrative officer, scientific investigators, research technicians, contractors, engineers, etc. Uses tact and diplomacy when dealing with these persons.

The incumbent is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employee practices in regard to race, color, religion, sex, national origin, age, or handicap. Specifically, as supervisor, incumbent initiates nondiscriminatory practices and affirmative action for the area under his/her supervision in the following: 1) merit promotion of employees and recruitment and hiring of applicants; 2) fair treatment of all employees; 3) encouragement and recognition of employee achievements; 4) career development of employees; and 5) full utilization of their skills. Keeps informed of, supports and communicates to employees EEO policies, plans and programs. Incumbent will be appraised on the effectiveness of his/her EEO performance.

III. SUPERVISION AND GUIDANCE RECEIVED

Incumbent works with a considerable amount of independence and receives general instructions from the Director of Maintenance and Operations Branch. Receives from supervisor initial indication of duties, responsibilities, schedules, priorities, policies, and procedures. Thereafter, is expected to accomplish projects without immediate guidance or instruction. Work assignments are in the form of written and oral instructions and incumbent is accountable for performance and instructions on new or changed operating policies and procedures; discusses the interpretation and application of existing guides, and when needed, furnishes advice and guidance on problems. Guidelines include Maintenance Control instructions, memos, letters, verbal instructions, manufacturers literature and operating instructions. Work is reviewed by observation and through staff meetings for conformance with established policies and procedures and for program effectiveness.

IV. PHYSICAL EFFORT

The use of hearing, sight, sense of smell and touch is required. The supervisor is required to climb ladders, read gauges, crawl, bend, stoop and lift weights up to 50 lbs. Is subject to prolonged walking/standing on concrete floors, climbing stairways or ladders. Light to moderate effort is required in turning valves and operating controls; occasional stacking or moving of supplies and equipment. Is subject to heavy lifting of machinery parts, pumps, chemicals, etc. The physical and psychological demands of a maintenance supervisor are recognized as a condition of employment by virtue of their importance in assuring the continuous functioning of all systems, equipment and facilities located within the various buildings.

V. OTHER SIGNIFICANT FACTORS

Position requires working under a wide variance of temperatures. Normally work is performed inside heated buildings but may frequently be outside during inclement weather. Incumbent is occasionally required to work in cold rooms where temperature may be at or below 0 degrees Fahrenheit; also, in manholes where temperature exceeds 100 degrees Fahrenheit. Has constant exposure to hazards, such as running machinery, noise, steam, scalding water, hot oil, toxic gas fumes, poor lighting, and limited ventilation. On occasion has to wear protective clothing for handling asbestos, toxic chemicals, or biohazard materials. Incumbent is subject to cuts, burns and bruises normally associated with the trade.

Incumbent is classified as an essential employee and as such, is expected to report for duty when non-essential employees are excused for cogent reasons. Incumbent is subject to around-the-clock call-in when assistance is required to correct emergency situations dealing with building operations.