

## Position Description Format for Nonsupervisory FWS Positions (WG)

- A. Introduction**
  - B. Duties**
  - C. Evaluation Factors**
    - I. Skill and Knowledge Required**
    - II. Responsibility**
    - III. Physical Effort**
    - IV. Working Conditions**
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### **A. Introduction:**

Define the unit where the position is located by name and geographical location, and provide a brief statement of the unit's mission. Also summarize the purpose of the position.

### **B. Duties**

Identify major duties which are performed on a regular or recurring basis and those which affect the qualifications required to perform the work. Include steps or procedures involved; methods and techniques employed in accomplishing tasks (What, Why, and How); the extent to which incumbent is responsible for making decisions; and factors which contribute to complexity by reason of dealing with others; making decisions and drawing conclusions; and devising new work methods or adapting existing ones.

### **C. Evaluation Factors**

#### **I. Skill and Knowledge**

Covers the nature and level of skill, knowledge, and mental application required in performing assigned work. Positions vary in such ways as the kind, amount, and depth of skills and knowledge needed, as well as in the manner, frequency, and extent to which they are used.

Elements covered under this factor include, but are not limited to:

- (1) Knowledge of work practices, methods, and processes, and their levels of difficulty.
- (2) Knowledge of shop mathematics (such as arithmetic, geometry, trigonometry, algebra).

- (3) Practical knowledge of the principle underlying the work, or other special or technical knowledge (e.g., electricity, electronics, processing characteristics of materials).
- (4) Knowledge of other trades.
- (5) Skill in specific trade operations, and the degree of manual dexterity or precision required.
- (6) Ability to read and write, to interpret blueprints, work instructions, and other technical guides of varying degrees of complexity.
- (7) Ability to use or operate tools, equipment, or machines of varying difficulty.
- (8) Mental abilities needed, such as memory, judgment, and ingenuity.
- (9) Mental application required (e.g., in planning and laying out work, in maintaining alertness and concentrated attention, or because of the nature of muscular and visual coordination needed).

## **II. Responsibility**

Covers the nature and degree of responsibility involved in performing work. Positions vary in responsibility in such ways as the complexity and scope of work assigned, the difficulty and frequency of judgments and decisions made, the kind of supervisory controls, and the nature of work instructions and technical guides used.

**Complexity of work** (e.g., whether the work involves simple repetitive actions, responsibility for a variety of different operations and machines to complete assignments; whether work sequences are simple or complex; whether the work requires a low or a high degree of accuracy and precision; whether assignments involve a low or a high degree of care and skill to prevent damage to tools and materials, and injury to others).

**Scope of work** - Indicate whether assignments involve responsibility for part of an operation or for a complete process; whether assignments include responsibility for planning and laying out work; whether the worker is responsible for advising management and engineering personnel on practical trade aspects of the work, such as techniques, fabrication details, and work sequences).

**Nature and degree of responsibility for making judgments and decisions**- Identify whether the work is performed under close supervision, or with considerable independence from supervisory controls; whether the work instructions are complete and specific, or general in nature; whether guides such as technical manuals and work precedents can be applied directly, or must be modified; whether the worker has authority to deviate from instructions and work precedents without prior approval; whether assignments involve the need to make decisions and judgments which affect the quality and adequacy of work performed).

## **Physical Effort**

Covers the physical effort exerted in performing assigned work. Positions vary in such ways as the nature, degree, frequency, and duration of muscular effort or physical strain experienced in work performance.

Elements considered under this factor include, but are not limited to:

- (1) Physical exertion related to actions such as lifting, pushing, pulling, or carrying objects of varying weights, sizes, and shapes.
- (2) Physical effort related to movements such as walking, running, climbing, crawling, and bending.
- (3) Strain related to lack of movement such as standing in place, crouching, or stooping for extended periods of time.

### **III. Working Conditions**

Covers the hazards, physical hardships, and working conditions to which workers are exposed in performing assigned work. Positions vary in such ways as the nature of the work environment; the extent to which it includes unpleasant, disagreeable, or hazardous conditions; the degree to which such conditions are experienced; the frequency and duration of exposure; the adequacy of protective clothing and gear, safety devices, and safe trade practices; and the possible effects on the worker.

Elements considered under this factor include, but are not limited to:

- (1) Lighting, heating, and ventilation in work area.
- (2) Weather conditions to which exposed when working outdoors.
- (3) Temperature to which exposed in the work area.
- (4) Dust, grease, and soiling of clothing and skin surfaces.
- (5) Noise and vibration.
- (6) Gases and fumes.
- (7) Hazards in working above ground level, on slippery surfaces, or in crowded areas near moving vehicles or cutting tools.

#### **C. OTHER CONSIDERATIONS (Check if applicable)**

- Supervisory Responsibilities (EEO Statement)
- Training Activities - Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver's License Required
- Pesticide Applicators License Required
- Safety/Radiological Safety Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Position is located at a Biocontainment Facility
  - incumbent escorts visitors in the laboratory area and/or works with high consequence pathogens

Other: