

Position Description Format for Supervisory FWS Positions (WS)

A. Introduction

B. Evaluation Factors

Factor I. Nature of Supervisory Responsibility

Factor II. Skill and Knowledge Required

Factor III. Scope of Work Operations Supervised

Factor IV. Supervision and Guidance Received

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. Evaluation Factors:

I. Nature of Supervisory Responsibility:

Describe the extent the employee is actually responsible for the various facets of technical and administrative supervision or other responsibilities. It will be divided into five sections under the subheadings of Planning, Work Direction, Administration, Equal Employment Opportunity (EEO) Responsibility, and Nonsupervisory Duties.

- a. **Planning:** Describe the extent the foreman plans weekly or monthly work schedules in sequence of operations or to what degree the supervisor's schedules are followed. Indicate whether the foreman is responsible for determining staffing levels, material requirements, and methods to be used in accomplishing assigned work operations; e.g., prepare project cost or time estimates or make recommendations concerning work projects to the supervisor. Specify whether the foreman is required to provide information, recommendations and advice to higher supervision on such matters as the ability to accomplish work assignments as scheduled, changes in facilities, rearrangement of equipment, etc. Indicate whether the foreman has authority to change them without prior approval; if the foreman obtains assistance from the supervisor on problems that may arise such as backlogs which cannot be disposed of promptly; or, if the foreman has final technical responsibility.
- b. **Work Direction:** Describe the manner or method used by the supervisor to assign and distribute work to the subordinates (supervisors or employees); e.g., explaining to employees the work requirements, methods and procedures; authority to review and accept or amend or reject completed work of subordinates; preparation and issuance

of standing written instructions or special instructions for nonroutine assignments, and instruction of employees on difficult work assignments. Also, responsibility for assuring material is ordered and delivered to the work sites on time; coordinating the work of the unit with supervisors of other units that may be involved; maintaining balanced work loads for subordinates or units supervised and reviewing/analyzing production, cost, and personnel utilization records to evaluate progress or work; spot checking work operations and reviewing completed work and inspection reports to assure production and quality standards are met.

- c. **Administration:** Describe responsibility for records maintenance, enforcement of rules and regulations, and personnel management responsibilities of the foreman; e.g., initiating formal request for filling vacancies or for additional personnel to meet work requirements; selecting or participating in the selection of personnel from lists of eligibles; recommending position classification actions; or making recommendations for promotion or reassignment. Specify if the foreman resolves employee grievances and complaints; schedules and approves leave requests of subordinates; establishes performance requirements and makes formal appraisal of employee performance, and proposes disciplinary action to higher authority. Indicate if the foreman identifies training needs of the subordinates; maintains project cost accounts; or records employee time and material/equipment usage lists.
- d. **EEO Responsibility:** The following statement must be incorporated into the position description of supervisors and managers:
- Assures equal opportunity is extended to all employees supervised which includes full consideration of eligible minority group members and women in filling vacant positions; holding individual and group meetings to communicate equal opportunity and program missions; providing career counseling and orientation; enhancing career opportunities through training and development, job redesign, and similar techniques; and ensuring full equal consideration of these employees in recommending promotions, awards, and other forms of special recognition.
- e. **Nonsupervisory Duties:** Describe the nonsupervisory duties performed. Most maintenance organizations are usually not structured to the point where foremen devote 100 percent of their time on supervisory responsibilities. Most foremen (to a greater degree at the lower-grade levels) are required to spend a portion of their time performing nonsupervisory duties (of a skilled trade or craft nature.)

II. Skill and Knowledge Required:

Indicate the skills and knowledges necessary for satisfactory performance in the position. 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.

III. Scope of Work Operations Supervised:

Identify all work operations supervised by the foreman. Specify the numbers, grades, and job titles of the subordinate employees. Indicate whether this work is greatly dispersed and whether frequent changes in deadlines occur.

In identifying the jobs supervised, count all workers for whose work the supervisor is accountable to the higher level supervisor. This may include subordinate supervisors, leaders, and nonsupervisory employees on all shifts for which the supervisor is responsible. In some situations, the work force may include workers who are not regular Federal employees, such as summer and student aids, etc. Where the number of workers supervised fluctuates over a period of time, use the average number of employees supervised per day during a normal work cycle. For seasonal changes, specify how many additional workers are employed and at what time.

IV. Supervision and Guidance Received:

Specify the nature of controls which the higher level supervisor exercises, such as how work is assigned, degree and extent of instruction and advice given, extent of review of work completed, etc. List manuals and other guidelines available for guidance. List only the working title when identifying the position which supervises the foreman.

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: