Recd 5/1/86

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542-5001

IN REPLY REFER TO:
12511
CPD
29 Apr 86

From: Commanding General, Marine Corps Base, Camp Lejeune
To: Director, Southeast Region, Office of Civilian Personnel Management, Building A-67, Naval Station, Norfolk VA 23511

Subj: JOB GRADING APPEAL OF BOILER PLANT OPERATOR (LEADERS), STEAM GENERATION SECTION, UTILITIES BRANCH, CAMP LEJEUNE, NORTH CAROLINA

Ref: Telecon with Mr. Ed Voliva of 24 Apr 86

Encl: (1) Job Description for Boiler Plant Operator Foreman, WS-5402-12, JD# 33-85
(2) Job Description for Boiler Plant Operator, WG-5402-11, JD# 71-80
(3) Job Description for Boiler Plant Operator, WG-5402-10, JD# 55-80

1. The additional information requested in the reference is provided as enclosures (1) through (3). Enclosure (1) is a copy of the current job description for the supervisor of the appellants. Enclosure (2) is a copy of the current job description for the two relief operators classified as Boiler Plant Operators, WG-11. Enclosure (3) is a copy of the current job description for the Boiler Plant Operators, WG-10.

2. The two employees performing the duties covered by enclosure (2) are relief operators and at any given time may work for any of the six appellants. These jobs work at any of the boiler plants to cover unexpected absences of assigned operators. The operators normally assigned these plants are classified at the WG-9 or 10 level. In addition, the two employees on occasion are required to operate the Central Heating Plant due to the unexpected absence of one of the appellants. The normal grade for operating this plant is WG-11. When the incumbents of this job are not required to operate at one of the outlying plants, they may be assigned to operate the Central Heating Plant, enabling the appellants to visit the job sites of other operators on the shift.

3. Enclosure (3) covers the WG-10 employees normally assigned to each shift lead by the appellants. These employees operate plants with a generating capacity of 100,000 and 120,000 pounds of steam per hour. Two of these employees are assigned each shift lead by the appellants.

4. The number of employees required to man a shift in the unit is 10; however, at a given time it could be as high as 12 due to the fluctuations in leave schedules, use of sick leave, etc. The six appellants are assigned duties that require 4.2 man years to accomplish. Therefore, there are times when two of the appellants are assigned the same shift. When this occurs one of the appellants does not function in a leader capacity but performs special

ENCLOSURE (7)

Subj: JOB GRADING APPEAL OF BOILER PLANT OPERATOR (LEADERS), STEAM GENERATION SECTION, UTILITIES BRANCH, CAMP LEJEUNE, NORTH CAROLINA

projects as assigned by the supervisor or acts as a relief operator at any of the manned plants.

5. If additional information is required you may contact Durrel Brown of the Classification Staff on Autovon 484-1532 or FTS 486-1532.

Hosea Horne

HOSEA HORNE, JR.
By direction

TION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No. 33-85

2. Reason for Submission: [X] Redescription [ ] New [ ] Reestablishment [ ] Other
Explanation *(Show any positions replaced)*
Replaces Boiler Plant Operator Foreman, WS-5402-12
D #25-80

3. Service: [ ] Dept'l [X] Field

4. Employing Office Location: Camp Lejeune

5. Duty Station:

6. CSC Certification No.:

7. Fair Labor Standards Act: [X] Exempt [ ] Nonexempt

8. Employment/Financial Stmt Required: [ ] Yes [ ] No

9. Subject to IA Action: [ ] Yes [ ] No

10. Position Status: [X] Competitive [ ] Excepted *(Specify)*

11. Position is: [X] Suprvsry [ ] Managerial [ ] Neither

12. Sensitivity: [ ] Critical [ ] Noncritical [X] Nonsensitive

13. Competitive Level Code:

14. Agency Use:

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Boiler Plant Operator Foreman	WS	5402	12	[illegible]	2/7/85
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee *(if vacancy, specify)*: P. Hmm, Mcarthur

18. Department, Agency, or Establishment: Marine Corps Base, Camp Lejeune, NC

a. First Subdivision: Facilities Department

b. Second Subdivision: Base Maintenance Division

c. Third Subdivision: Utilities Branch

d. Fourth Subdivision: Steam Generation Section

e. Fifth Subdivision:

Employee Review *This is an accurate description of the major duties and responsibilities of my position*

Signature of Employee *(optional)*

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: K. SHEPARD, Boiler Plt Gen Foreman

Signature: K R Shepard — Date: 1-31-85

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*: R. E. SCALES, Director, Admin Branch

Signature: R E Scales — Date: 1-31-85

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 Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards*

Typed Name and Title of Official Taking Action: OLIVE S. DOWNING, Classification Superintendent

Signature: Olive S. Downing — Date: 2/7/85

22. Standards Used in Classifying/Grading Position
FLSA: Exempt * ✓ Nonexempt
Unit Status 8888
CFI —
SPC 1
BOC —

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 Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier	[illegible]	3-13-85								

24. Remarks * 7PM Bul 551-16 + -17 applied 11/13/85. gad

ENCLOSURE (1)

Description of Major Duties and Responsibilities *(see attached)*

Optional Form 8 (Revised 8-77)
U.S. Civil Service Commission, FPM Chap. 295

I. Introduction. This position is located in the Steam Generation Section, Utilities Branch, Base Maintenance Division. The primary purpose of the position is to serve as the Lead Boiler Plant Operator with the responsibility of the smooth operation of the assigned shift and to operate steam plants as assigned. These steam plants range in capacity of 10,000 to 500,000 pounds of steam per hour, with pressures ranging from 50 to 150 P.S.I. Boilers are fired with coal and oil to generate steam at constant pressures for industrial processes and heating purposes. Operates equipment such as air compressors, chemical feed pumps, draft fans, and other equipment used in the operation of a heating plant. Check operation of equipment by observing and making necessary adjustments and assists in maintenance and repair on above equipment.

II. Major Duties.

A. Leads from 11 to 14 Boiler Plant Operators, Coal Handling Equipment Operators, and other lower level personnel by passing on instructions received from supervisor. Incumbent transfers other operators or calls in relief operators to cover unexpected absences on shift and assigns immediate tasks to be performed by operators. Incumbent obtains needed information on decisions from supervisor on problems that occur during shifts. Maintains a current knowledge of steam boilers and equipment, and answers questions of other workers on procedures, policies, written instructions and other directives. Incumbent assures that other operators are kept busy. This will be accomplished by checking with operators by phone during the shift, and near the end of the shift to insure supervisor's instructions on work sequences, procedures, methods and deadlines have been met. Incumbent advises operators to follow instructions received from supervisors and to meet deadlines. Reports to supervisors on status and progress of operators, cause of work delays, and answers questions of supervisors on overall shift operations and problems. Incumbent notifies supervisory personnel about operational problems during shift concerning areas that need the supervisor's immediate attention. Incumbent keeps time cards and log of incidents and other records during assigned shift.

B. For efficient operation, incumbent lights off and shuts down boilers. Analyzes operating conditions as shown by indicating and recording meters and gauges, reflecting load changes, steam temperatures and pressure, flow of fuel, steam and air, and other controls. Adjusts equipment for efficient operation, including alarm devices, automatic electrical and pneumatic combustion controls, magnetic valves, programming controls, firetron cells, smoke indicators, air safety switches, protective relays, air compressors, feedwater deaerators and heaters, fuel heaters, internal chemical injection equipment, stop valves, forced and induced draft fans, fuel and steam pressure control, relief valves, feedwater regulators and pumps. All the controls operate in conjunction with the other and requires the operator to make adjustments for a safe and efficient operation. The incumbent checks plant efficiency, maintains operational log and computes data for boiler log sheets; inspects safety valves and automatic safety devices for flame extinction, automatic ignition, low water cut off and high pressure cut out. Must locate source of trouble when visual inspection of meters and other controls indicate malfunctioning equipment or dangerous conditions. Switches to manual controls if automatic controls fail and follows standard emergency procedures until trouble can be corrected. Removes boiler or auxiliary from the line if malfunctions cannot be corrected during operation. Analyzes feedwater in make-up and boiler water, using standard chemical

tests. Operates feedwater conditioning and treatment equipment to remove impurities, controls chemical concentration in boiler and removes entrapped gases. Must be able to make minor adjustments to firing equipment and also assist Boiler Equipment Mechanic in repair of boilers, auxiliaries, and all related equipment.

III. Skill and Knowledge. Must have the ability to lead other operators and have a thorough knowledge of the location, purpose and operating techniques of all steam plants, boiler and auxiliary equipment. Incumbent must have the ability to interpret and evaluate operating conditions of steam generating equipment from gauges, graphs, charts and dials. Must have a working knowledge of electronic equipment and controls, and be able to solve problems of operation by own methods. In case of emergencies in boiler operating procedures, incumbent must have the knowledge and skill to immediately make changes in control systems; close valves, start auxiliary pumps, change or shut down boilers, and take all safety precautionary measures necessary to prevent damage to boilers and injury to plant personnel.

IV. Responsibility. Instructions are normally received from the Boiler Plant Operator Foreman or General Foreman, and may be either oral or written. Incumbent will be working without direct supervision the majority of the time, operating and directing lower grade Boiler Plant Operators in fueling, firing, steaming, cleaning boilers, and use of boiler auxiliaries. Must assume responsibility to take immediate and appropriate action that would affect the safety of plant and personnel without direct supervision. Must be able to make on the spot decisions during critical situations and use good judgement as problems arise by either taking corrective action or recalling supervisory personnel during extreme emergencies. Incumbent will be working the majority of the time at Building 1700, and be in contact with the other manned plants by telephone. Must have a valid state motor vehicle operator's license and qualify for a government motor vehicle operator's permit.

V. Physical Effort. Incumbent must have good vision to observe water level in gauge glasses from a distance. Must be physically able to carry 100 pounds for short distances. Climb ladders or rigid steps to heights of 125 feet for purposes of opening valves, cleaning tops of boilers, motors, and machinery. Stoops, climbs, kneels, sits, and does strained and awkward work for short periods of time. Must have good hearing and be able to distinguish colors.

VI. Working Conditions. Work is performed inside 90% of the time. Works in excessive hot climatic conditions, excessive noise and vibrations from machinery. Will work rotating shifts, nights, weekends, and holidays. Rotates between steam plants which are located in remote areas throughout the Camp Lejeune complex. Incumbent must have own means of transportation. Exposed to possibility of burns, bruises, cuts, electrical conductors, dust, moisture, and hot and cold pipes. Normal hazards are conveyors, drive belts, motors, and boilers.

ENCLOSURE (1)

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. 71-80

2. Reason for Submission: [X] Redescription [ ] New [ ] Reestablishment [ ] Other

Explanation (Show any positions replaced)

Replaces Boiler Plant Operator
WG-5402-11
JD 50-77

3. Service: [ ] Dept'l [X] Field

4. Employing Office Location: Camp Lejeune, N.C.

5. Duty Station

6. CSC Certification No.

7. Fair Labor Standards Act: [ ] Exempt [ ] Nonexempt

8. Employment/Financial Stmt Required: [ ] Yes [ ] No

9. Subject to IA Action: [ ] Yes [ ] No

10. Position Status: [X] Competitive [ ] Excepted (Specify)

11. Position is: [ ] Suprvsry [ ] Managerial [X] Neither

12. Sensitivity: [ ] Critical [ ] Noncritical [ ] Nonsensitive

13. Competitive Level Code

14. Agency Use

Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Boiler Plant Operator	WG	5402	11	DS	DEC 1 0 1980
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee (if vacancy, specify)

18. Department, Agency, or Establishment: Marine Corps Base, Camp Lejeune, N.C.

a. First Subdivision: Base Maintenance Department

b. Second Subdivision: Utilities Division

c. Third Subdivision: Steam Generation Branch

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.

Typed Name and Title of Immediate Supervisor: K. SHEPARD Boiler Plant Operator Foreman

Signature: Kenneth R. Shepard — Date: 10-30-80

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): B. W. ELSTON Maintenance Manager

Signature: B W Elston — Date: 11/4/80

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 Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action: OLIVE S. DOWNING, Acting Classification Supt.

Signature: Olive S. Downing — Date: DEC 1 0

22. Standards Used in Classifying/Grading Position

FLSA: Exempt
Nonexempt ✓
Unit Status ~~[illegible]~~ 0010

CFI —
SPC C
BOC —

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 Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

SECNAVINST 12510.7A: Position reviewed + class. determined proper. 9/11/81 DS.

* FPM Bul 551-16 + -17 applied 11/13/85. pd

ENCLOSURE (2)

25. Description of Major Duties and Responsibilities (see attached)

I. Introduction. This position is located in the Steam Generation Branch, Utilities Division, Base Maintenance Department. The purpose for the job is to control the operation of boilers operated at pressures of 150 P.S.I., with plant operating capacities of 500,000 pounds of steam per hour. Boilers are fired with coal and oil to generate steam at constant pressures for industrial processes and heating purposes. Operates equipment such as electrostatic precipitators, air compressors, chemical feed pumps, draft fans, and other equipment used in the operation of a heating plant. Checks operation of equipment by observing and making necessary adjustments, and assists in maintenance and repair on above equipment.

II. Major Duties. Lights off and shuts down boilers and precipitators for safe and efficient operation. Analyzes operating conditions as shown by indicating and recording meters and gauges affected by load changes, steam pressures, oil pressure and temperatures, fuel flow, air flow, and other controls. Checks and makes minor adjustments to equipment for safe and efficient operation, including alarm devices, automatic, electrical and pneumatic combustion controls, magnetic valves, programming controls, firetron cells, smoke indicator, air safety switches, protective relays, air compressors, feedwater deareators and heaters, fuel oil heaters, internal chemical injection equipment, stop valves, forced and I. D. fans, fuel and steam pressure controls, relief valves, feedwater regulators and pumps. All the controls operate in conjunction with the other and requires the operator to make adjustments for a safe and efficient operation. The incumbent checks plant efficiency, maintains operational log and computes data for boiler log sheets, inspects safety valves and automatic safety devices for flame extinction, automatic ignition, low water cut off and high pressure cut out. Must locate source of trouble when visual inspection of meters and other controls indicate malfunctioning equipment or dangerous conditions. Must be able to discharge the electrostatic precipitators when conditions within the boiler exist that could cause damage to the precipitator. Switches to manual controls if automatic controls fail and follows standard emergency procedures until trouble can be corrected. Removes boilers, precipitators or auxiliary equipment from the line if malfunctions cannot be corrected during operation. Analyzes feedwater in make-up tank and boiler water, using standard chemical test. Operates feedwater conditioning and treatment equipment to remove impurities, controls chemical concentration in boilers, and removes entrapped gases. Must be able to make minor adjustments to firing equipment and also assist Boiler Equipment Mechanic in repair of boilers, precipitators, boiler auxiliaries and all related equipment.

III. Skill and Knowledge. Incumbent is normally responsible for the operation of boilers, precipitators and equipment on designated watch and must be able to evaluate operating conditions of steam generating equipment and electrostatic precipitators from gauges, graphs, charts and dials. Must have a working knowledge of electronic equipment and controls and be able to solve problems of operation by own methods. In case of emergencies in boiler operating procedures, incumbent must have the knowledge and skills to immediately make changes in control systems; close valves, start auxiliary pumps, change or

shut down boilers, secure precipitators, and take all precautionary measures necessary to prevent damage to equipment and injury to plant personnel. The incumbent must hold a valid U.S.M.C. motor vehicle operators permit.

IV. Responsibility. The incumbent normally receives instructions from Boiler Plant Operator Foreman or Boiler Plant Operator General Foreman, depending on shift. Directs lower grade Boiler Plant Operators in fueling, firing, steaming, cleaning boilers, use of boiler auxiliaries, and the operation of electrostatic precipitators. Must assume responsibility to take immediate and appropriate action that would affect the safety of plant and personnel without direct supervision from shift supervisor. Incumbent works approximately 80% of the time on nights, weekends, and holidays, on a rotating shift at Building 1700, and occasionally works at smaller capacity plants. Incumbent pulls leave for WS-9 Shift Foreman when designated. Must have means of getting to work at the different plants on the different shifts. Location and capacity of heating plant that continuously requires a Boiler Plant Operator, WG-11 is: Building 1700 (5 boilers) capacity 500,000 pounds per hour.

V. Physical Effort. Incumbent must have good vision to observe water level in gauge glasses from a distance. Must be physically able to carry 100 pounds for short distances. Climb ladders or rigid steps to heights of 130 feet for purposes of opening valves, cleaning tops of boilers, checking electrostatic precipitators, motors and machinery. Stoops, climbs, kneels, sits and does strenuous and awkward work for short periods of time. Must have good hearing and be able to distinguish colors.

VI. Working Conditions. Work is performed inside 90% of the time. Works in excessive hot climatic conditions, excessive noise, and vibrations from machinery. Will work rotating shifts, nights, weekends, and holidays, may be required to work steam plants which are located in remote areas throughout the Camp Lejeune complex. Incumbent must have means of transportation. Exposed to possibility of burns, bruises, cuts from electrical conductors, high voltage DC electrical current, arcing DC and static voltage, dust, moisture, and hot and cold pipes. Normal hazards are conveyors, drive belts, motors, boilers and precipitators.

DEPARTMENT OF THE NAVY PERFORMANCE APPRAISAL
O 12430/9 (11-80) S/N 0104-LF-924-3045

8D 71-80

SHEET 1 of 1

1. Read special instructions before completing this form.
2. Remove instruction sheet before distribution.

Distribution: (a) Civilian Person

WG-5402-11

NAME (last, first, middle initial)	OFFICIAL POSITION TITLE BOILER PLANT OPERATOR
ORGANIZATION TITLE AND CODE UTILITIES BRANCH MAINTENANCE DIVISION	DUTY STATION AND ADDRESS

COLUMN A PERFORMANCE ELEMENT *(List performance elements below. Designate critical elements by entering "C" in the bracket below element no.)*	COLUMN B PERFORMANCE STANDARDS *(Indicate level, i.e., marginal, highly satisfactory, etc.)*
Operates assigned steam generating plant.	Highly Satisfactory: Operates steam plant in a manner that insures operating procedures meet designed plant efficiency with 2-3 operational discrepancies during a rating period. Exceptions are granted for equipment failures that are not the fault of the operator.
	Marginal Standard: Operates steam plant in a manner that insures operating procedures meet designed plant efficiency with 6-7 operational discrepancies during a rating period. Exceptions are granted for equipment failures that are not the fault of the operator.
Performs Laboratory Analyses.	Highly Satisfactory: Collects, performs, and records assorted chemical analyses of softener, boiler and condensate water insuring that chemical analyses are correct and within established limits. Tests are run correctly and chemicals are kept within prescribed limits with 1 variance in 20 shifts.
	Marginal Standard: Collects, performs and records assorted chemical analyses of softener boiler and condensate water insuring that chemical analyses are correct and within established limits. Tests are run correctly and chemicals are kept within prescribed limits with 4 variances in 20 shifts.

* Continue on Reverse

ARTMENT OF THE NAVY PERFORMANCE APPRAISAL
12430/9 (11-80) *Back*

COLUMN A	COLUMN B
PERFORMANCE ELEMENT	PERFORMANCE STANDARDS
ssists in developing lower grade boiler plant operations.	Highly Satisfactory: Directs lower grade boiler plant operators in the correct procedure of fueling, firing, steaming, use of auxiliaries and cleaning of boilers while maintaining 95-97% of designed plant efficiency. Marginal Standard: Directs lower grade boiler plant operators in the correct procedures of fueling, firing, steaming, use of auxiliaries and cleaning of boilers while maintaining 90-92% of designed plant efficiency.

PERIOD
M: TO:

ICATION: *Your signature indicates that a particular step has been completed and understood. Date your signature.*

APPRAISAL STAGES	EMPLOYEE		SUPERVISOR	
	SIGNATURE	DATE	SIGNATURE	
LEMENTS/STANDARDS SET				
PROGRESS REVIEW(S)				
NNUAL PERFORMANCE APPRAISAL				

JD# 71-80
10 Dec 1980

JOB EVALUATION STATEMENT

I. Introduction: This job, located in the Steam Generation Unit, Utilities Branch, Base Maintenance, is responsible for the operation of one or more high pressure boilers requiring continuous attention. The primary assignment of employees covered by this description is the operation of boilers at the Central Heating Plant. This plant has a generating capacity of 500,000 pounds per hour.

II. Series and Title: Firing or operation of one or more automatic or hand-fired, high or low pressure boilers to produce steam or hot water to provide heat for buildings and for use of the operations of institutional facilities and equipment is covered by the Boiler Plant Operator Series, WG-5402. The authorized title for jobs in plants requiring continuous operator attention is Boiler Plant Operator.

III. Grade: The job description indicates that employees covered by this job description will primarily operate boiler plant with generation capacity of 500,000 pounds per hour, the primary assignment being at the Central Heating Plant. For a portion of the time some of the employees will operate plants of less than 500,000 generating capacity. At all times employees covered by this description will be selected to act as reliefs at the three largest and more complex plants, i.e., Camp Geiger, MCAS(H) and Central Heating Plants. The employees covered by this JD are highly skilled and perform all plant operations and preventive maintenance tasks without reference to the immediate supervisor. Though a supervisor is on-board during each shift, he is normally not available in the plant for advice and/or assistance. Most of the supervisor's time is spent traveling from plant to plant or troubleshooting at a plant not requiring continuous attention. By reference to the Job Grading Standard for the WG-5402 Series, the generating capacity for the Central Heating Plant of 500,000 pounds per hour is considered to "Substantially" exceed the criteria for WG-10, i.e., 100,000 or more pounds per hour. With reference to the Navy's Supplementary Job Grading Standard for Boiler Plant Operator, WG-5402, this job equates to the WG-11 level (500,000 pounds per hour).

IV. Classification: Boiler Plant Operator, WG-5402-11.

DURREL T. BROWN

POSITION DESCRIPTION (Please read instructions on the back) 55-80

5

2. Reason for Submission	3. Service	4. Employing Office Location	5. Duty Station	6. CSC Certification No.
[ ] Redescription [ ] Reestablishment [X] New [ ] Other	[ ] Dept'l [ ] Field	Camp Lejeune, N.C.		
Explanation (Show any positions replaced)		7. Fair Labor Standards Act: [ ] Exempt [X] Nonexempt	8. Employment/Financial Stmt Required: [ ] Yes [ ] No	9. Subject to IA Action: [ ] Yes [ ] No
		10. Position Status: [X] Competitive [ ] Excepted (Specify)	11. Position is: [ ] Suprvsry [ ] Managerial [X] Neither	12. Sensitivity: [ ] Critical [ ] Noncritical [ ] Nonsensitive
				13. Competitive Level Code
				14. Agency Use

Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Boiler Plant Operator	WG	5402	10	DB	DEC 0 4 1980
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee (if vacancy, specify)

18. Department, Agency, or Establishment: Marine Corps Base, Camp Lejeune, N.C.

a. First Subdivision: Base Maintenance Department

b. Second Subdivision: Utilities Division

c. Third Subdivision: Steam Generation Branch

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.*

Typed Name and Title of Immediate Supervisor: L. SOUTHERLAND BoilerPltOperGenFore

Signature: L. L. Southerland Date: 11-5-80

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*: B. W. ELSTON Maintenance Manager

Signature: B W Elston Date: 11/6/80

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 Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action: OLIVE S. DOWNING, Acting Classification Supt.

Signature: Date: DEC 0 4 1980

22. Standards Used in Classifying/Grading Position

FLSA: Exempt ___ Nonexempt X ✓

Unit Status ~~[illegible]~~ 0010

CFI —

SPC C

BOC —

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 Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier	ord	11/8/82	ord	8/8/83						

24. Remarks SECNAVINST 12510.1A: Position reviewed + class. determined proper. 6/26/81 ord 12/7/81 ord

*FPM Bul 551-16 + -17 applied 11/13/85. ord

ENCLOSURE (3)

25. Description of Major Duties and Responsibilities *(see attached)*

* GPO : 1977 O - 241-530 (3051)

I. Introduction. This position is located in the Steam Generation Branch, Utilities Division, Base Maintenance Department. The purpose for the job is to control the operation of boilers operating at pressures of 150 P.S.I., with plant operating capacities to 120,000 pounds of steam per hour. Boilers are fired with oil to generate steam at constant pressures for industrial processes and heating purposes. Operates equipment such as air compressors, chemical feed pumps, draft fans, and other equipment used in the operation of a heating plant. Checks operation of equipment by observing and making necessary adjustments, also assists in maintenance and repair on above equipment.

II. Major Duties. Lights off and shuts down boilers for safe and efficient operation. Analyzes operation conditions as shown by indicating and recording meters and gauges affected by load changes, steam pressures, oil pressure and temperatures, fuel flow, air flow and other controls. Checks and makes minor adjustments to equipment for safe and efficient operation, including alarm devices, automatic, electrical and pneumatic combustion controls, magnetic valves, programming controls, firetron cells, smoke indicator, air safety switches, protective relays, air compressors, feedwater deareators, and heaters, fuel oil heaters, internal chemical injection equipment, stop valves, forced draft fans, fuel and steam pressure controls, relief valves, feedwater regulators and pumps. All the controls operate in conjunction with the other and require the operator to make adjustments for a safe and efficient operation. The incumbent checks plant efficiency, maintains operational log and computes data for boiler log sheets, inspects safety valves and automatic safety devices for flame extinction, automatic ignition, low water cut off and high pressure cut out. Must locate source of trouble when visual inspection of meters and other controls indicate malfunctioning equipment or dangerous conditions. Analyzes feedwater in make-up tank and boiler water, using standard chemical test. Operates feedwater conditioning and treatment equipment to remove impurities, controls chemical concentration in boilers, and removes entrapped gases. Must be able to make minor adjustments to firing equipment and also assist Boiler Equipment Mechanic in repair of boilers, boiler auxiliaries and all related equipment.

III. Skill and Knowledge. Incumbent is normally responsible for the operation of boilers and equipment on designated watch, and must be able to evaluate operating conditions of steam generating equipment from gauges, graphs, charts, and dials. Must have a working knowledge in pneumatic combustion controls and be able to solve problems of operation by own methods. In case of emergencies in boiler operating procedures, incumbent must have the knowledge and skills to immediately make changes in control systems; close valves, start auxiliary pumps, change or shut down boilers and take all precautionary measures necessary to prevent damage to equipment and injury to plant personnel. The incumbent must hold a valid U.S.M.C. motor vehicle operators permit.

IV. Responsibility. The incumbent normally receives instructions from Boiler Plant Operator Foreman or Boiler Plant Operator General Foreman, depending on shift. Directs lower grade Boiler Plant Operators in fueling, firing, steaming, cleaning boilers, safety and use of boiler auxiliaries. Must assume responsibility to take immediate and appropriate action that would affect the safety of plant and personnel without direct supervision from shift supervisor. Incumbent works approximately 80% of the time on nights, weekends and holidays, on a rotating shift at Building G-650 (3 boilers) capacity 100,000 pounds per hour; A.S.-4151 (3 boilers) capacity 120,000 pounds per hour.

V. Physical Effort. Incumbent must have good vision to observe water level in gauge glasses from a distance. Must be physically able to carry 100 pounds for short distances. Climb ladders or rigid steps to heights of 130 feet for purposes of opening valves, cleaning tops of boilers, stoops, climbs, kneels, sits and does strenuous and awkward work for short periods of time. Must have good hearing and be able to distinguish colors.

VI. Working Conditions. Work is performed inside 90% of the time. Work in excessive hot climatic conditions, excessive noise, dust, and vibrations from machinery. Will work rotating shifts, nights, weekends, and holidays. Rotates between steam plants which are located in remote areas throughout the Camp Lejeune complex. Incumbent must have means of transportation. Exposed to possibility of burns, bruises, cuts, electrical current, moisture and hot and cold pipes. Normal hazards are conveyors, drive belts, motors and boilers.

4 Dec 1980

JOB EVALUATION STATEMENT

I. Introduction: This job, located in the Steam General Branch, Utilities Division, Base Maintenance, is responsible for the operation of one or more high pressure boilers requiring continuous attention. The primary assignment of employees covered by this description is the operation of boilers at the Marine Corps Air Station (Helicopter) and Camp Geiger Plants. These two plants have generating capacity of 120,000 pounds per hour.

II. Series and Title: Firing or operation of one or more automatic or hand-fired, high or low pressure boilers to produce steam or hot water to provide heat for buildings and for use of the operations of institutional facilities and equipment is covered by the Boiler Plant Operator Series, WG-5402. The authorized title for jobs in plants requiring continuous operator attention is Boiler Plant Operator.

III. Grade: The job description indicates that employees covered by this job description will operate boiler plants with a generation capacity from 120,000 pounds per hour , the primary assignment being at Camp Geiger and MCAS(H) Plants. For a portion of the time some of the employees will operate plants of less than 100,000 generating capacity. The employees covered by this JD are highly skilled and perform all plant operations and preventive maintenance tasks without reference to a supervisor. Though a supervisor is on board during each shift, he is normally not available in the plant for advice and/or assistance. Most of the supervisor's time is spent travelling from plant to plant or troubleshooting at a plant not requiring continous attention. By reference to the Job Grading Standard for the WG-5402 Series, the generating capacity for the cited Plants of 120,000 pounds per hour meets the criteria for WG-10, i.e., 100,000 or more pounds per hour.

IV. Classification: Boiler Plant Operator, WG-5402-10.

DURREL T. BROWN

NAVY PERFORMANCE APPRAISAL

430/9 (11-80) S/N 0104-LF-924-3045

SHEET 1 of 1

JD 5580

1. Read special instructions before completing this form.
2. Remove instruction sheet before distribution.

Distribution: (a) Civilian Person

N6-5402-10

NAME (last, first, middle initial)	OFFICIAL POSITION TITLE BOILER PLANT OPERATOR
ORGANIZATION TITLE AND CODE UTILITIES BRANCH MAINTENANCE DIVISION	DUTY STATION AND ADDRESS

COLUMN A PERFORMANCE ELEMENT *(List performance elements below. Designate critical elements by entering "C" in the bracket below element no.)*	COLUMN B PERFORMANCE STANDARDS *(Indicate level, i.e., marginal, highly satisfactory, etc.)*
Operates assigned steam generating plant.	Highly Satisfactory: Operates steam plant in a manner that insures operating procedures meet designed plant efficiency with 2-3 operational discrepancies during a rating period. Exceptions are granted for equipment failures that are not the fault of the operator.
	Marginal Standards: Operates steam plant in a manner that insures operating procedures meet designed plant efficiency with 6-7 operational discrepancies during a rating period. Exceptions are granted for equipment failures that are not the fault of the operator.
Performs Laboratory Analyses.	Highly Satisfactory; Collects, performs, and records assorted chemical analyses of softener, boiler and condensate water insuring that chemical analyses are correct and within established limits. Tests are run correctly and chemicals are kept within prescribed limits with 1 variance in 20 shifts.
	Marginal Standard: Collects, performs and records assorted chemical analyses of softener boiler and condensate water insuring that chemical analyses are correct and within established limits. Test are run correctly and chemicals are kept within prescribed limits with 4 variances in 20 shifts.

Continue on Reverse

MENT OF THE NAVY PERFORMANCE APPRAISAL

12430/9 (11-80) Back

COLUMN A PERFORMANCE ELEMENT	COLUMN B PERFORMANCE STANDARDS
ssists in developing lower grade boiler lant operations.	Highly Satisfactory: Directs lower grade boiler plant operators in the correct procedure of fueling, firing, steaming, use of auxiliaries and cleaning of boielrs while maintaining 95-97% of designed plant efficiency. Marginal Standard: Directs lower grade boiler plant operators in the correct procedures of fueling, firing, steaming, use of auxiliaries and cleaning of boilers while maintaining 90-92% of designed plant efficiency.

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TO:

CATION: *Your signature indicates that a particular step has been completed and understood. Date your signature.*

APPRAISAL STAGES	EMPLOYEE SIGNATURE	EMPLOYEE DATE	SUPERVISOR SIGNATURE
ELEMENTS/STANDARDS SET			
PROGRESS REVIEW(S)			
ANNUAL PERFORMANCE APPRAISAL			

39 40 41 42 43 44 45 46 47

PERFORMANCE STDS ATTACHED CE

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No. 55X80001

2. Reason for Submission: [ ] Redescription [X] New [ ] Reestablishment [ ] Other
Explanation *(Show any positions replaced)*

3. Service: [ ] Dept'l [ ] Field

4. Employing Office Location: Camp Lejeune, N.C.

5. Duty Station

6. CSC Certification No.

7. Fair Labor Standards Act: [ ] Exempt [X] Nonexempt

8. Employment/Financial Stmt Required: [ ] Yes [ ] No

9. Subject to IA Action: [ ] Yes [ ] No

10. Position Status: [X] Competitive [ ] Excepted *(Specify)*

11. Position is: [ ] Suprvsry [ ] Managerial [X] Neither

12. Sensitivity: [ ] Critical [ ] Noncritical [ ] Nonsensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Boiler Plant Operator	WG	5402	10	DB	DEC 0 4 1980
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee *(if vacancy, specify)*

18. Department, Agency, or Establishment: Marine Corps Base, Camp Lejeune, N.C.

a. First Subdivision: Base Maintenance Department

b. Second Subdivision: Utilities Division

c. Third Subdivision: Steam Generation Branch

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: D. L. SOUTHERLAND BoilerPltOperGenFore

Signature: D. L. Southerland Date: 11-5-80

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*: B. W. ELSTON Maintenance Manager

Signature: B W Elston Date: 11/6/80

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 Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action: CLIVE S. DOWNING, Acting Classification Supt.

Signature

Date: DEC 0 4 1980

22. Standards Used in Classifying/Grading Position

FLSA: Exempt ___ Nonexempt * ✓ Unit Status ~~[illegible]~~ 0010

CFI —
SPC C
BOC —

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 Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier	ocd	11/8/82	ocd	8/8/83						

24. Remarks SECNAVINST 12510.1A: Position reviewed + class. determined proper. 6/26/81 ocd 12/7/81 ocd

*FPM Bul 551-16 + -17 applied 11/13/85. ocd

Description of Major Duties and Responsibilities *(see attached)*

ENCLOSURE (9)

ENCLOSURE ( )

I. Introduction. This position is located in the Steam Generation Branch, Utilities Division, Base Maintenance Department. The purpose for the job is to control the operation of boilers operating at pressures of 150 P.S.I., with plant operating capacities to 120,000 pounds of steam per hour. Boilers are fired with oil to generate steam at constant pressures for industrial processes and heating purposes. Operates equipment such as air compressors, chemical feed pumps, draft fans, and other equipment used in the operation of a heating plant. Checks operation of equipment by observing and making necessary adjustments, also assists in maintenance and repair on above equipment.

II. Major Duties. Lights off and shuts down boilers for safe and efficient operation. Analyzes operation conditions as shown by indicating and recording meters and gauges affected by load changes, steam pressures, oil pressure and temperatures, fuel flow, air flow and other controls. Checks and makes minor adjustments to equipment for safe and efficient operation, including alarm devices, automatic, electrical and pneumatic combustion controls, magnetic valves, programming controls, firetron cells, smoke indicator, air safety switches, protective relays, air compressors, feedwater deareators, and heaters, fuel oil heaters, internal chemical injection equipment, stop valves, forced draft fans, fuel and steam pressure controls, relief valves, feedwater regulators and pumps. All the controls operate in conjunction with the other and require the operator to make adjustments for a safe and efficient operation. The incumbent checks plant efficiency, maintains operational log and computes data for boiler log sheets, inspects safety valves and automatic safety devices for flame extinction, automatic ignition, low water cut off and high pressure cut out. Must locate source of trouble when visual inspection of meters and other controls indicate malfunctioning equipment or dangerous conditions. Analyzes feedwater in make-up tank and boiler water, using standard chemical test. Operates feedwater conditioning and treatment equipment to remove impurities, controls chemical concentration in boilers, and removes entrapped gases. Must be able to make minor adjustments to firing equipment and also assist Boiler Equipment Mechanic in repair of boilers, boiler auxiliaries and all related equipment.

III. Skill and Knowledge. Incumbent is normally responsible for the operation of boilers and equipment on designated watch, and must be able to evaluate operating conditions of steam generating equipment from gauges, graphs, charts, and dials. Must have a working knowledge in pneumatic combustion controls and be able to solve problems of operation by own methods. In case of emergencies in boiler operating procedures, incumbent must have the knowledge and skills to immediately make changes in control systems; close valves, start auxiliary pumps, change or shut down boilers and take all precautionary measures necessary to prevent damage to equipment and injury to plant personnel. The incumbent must hold a valid U.S.M.C. motor vehicle operators permit.

IV. Responsibility. The incumbent normally receives instructions from Boiler Plant Operator Foreman or Boiler Plant Operator General Foreman, depending on shift. Directs lower grade Boiler Plant Operators in fueling, firing, steaming, cleaning boilers, safety and use of boiler auxiliaries. Must assume responsibility to take immediate and appropriate action that would affect the safety of plant and personnel without direct supervision from shift supervisor. Incumbent works approximately 80% of the time on nights, weekends and holidays, on a rotating shift at Building G-650 (3 boilers) capacity 100,000 pounds per hour; A.S.-4151 (3 boilers) capacity 120,000 pounds per hour.

V. Physical Effort. Incumbent must have good vision to observe water level in gauge glasses from a distance. Must be physically able to carry 100 pounds for short distances. Climb ladders or rigid steps to heights of 130 feet for purposes of opening valves, cleaning tops of boilers, stoops, climbs, kneels, sits and does strenuous and awkward work for short periods of time. Must have good hearing and be able to distinguish colors.

VI. Working Conditions. Work is performed inside 90% of the time. Work in excessive hot climatic conditions, excessive noise, dust, and vibrations from machinery. Will work rotating shifts, nights, weekends, and holidays. Rotates between steam plants which are located in remote areas throughout the Camp Lejeune complex. Incumbent must have means of transportation. Exposed to possibility of burns, bruises, cuts, electrical current, moisture and hot and cold pipes. Normal hazards are conveyors, drive belts, motors and boilers.

ARTMENT OF THE NAVY PERFORMANCE APPRAISAL

SO 12430/9 (11-80) S/N 0104-LF-924-3045

SHEET 1 of 1

GD 5580

Read special instructions before completing this form.
Remove instruction sheet before distribution.

Distribution: (a) Civilian Person

NG-5402-10

EE NAME (last, first, middle initial)	OFFICIAL POSITION TITLE BOILER PLANT OPERATOR
ANIZATION TITLE AND CODE LITIES BRANCH E MAINTENANCE DIVISION	DUTY STATION AND ADDRESS

NUMBER	COLUMN A PERFORMANCE ELEMENT *(List performance elements below. Designate critical elements by entering "C" in the bracket below element no.)*	COLUMN B PERFORMANCE STANDARDS *(Indicate level, i.e., marginal, highly satisfactory, etc.)*
]	Operates assigned steam generating plant.	Highly Satisfactory: Operates steam plant in a manner that insures operating procedures meet designed plant efficiency with 2-3 operational discrepancies during a rating period. Exceptions are granted for equipment failures that are not the fault of the operator.
]		Marginal Standards: Operates steam plant in a manner that insures operating procedures meet designed plant efficiency with 6-7 operational discrepancies during a rating period. Exceptions are granted for equipment failures that are not the fault of the operator.
]	Performs Laboratory Analyses.	Highly Satisfactory; Collects, performs, and records assorted chemical analyses of softener boiler and condensate water insuring that chemical analyses are correct and within established limits. Tests are run correctly and chemicals are kept within prescribed limits with 1 variance in 20 shifts.
]		Marginal Standard: Collects, performs and records assorted chemical analyses of softener boiler and condensate water insuring that chemical analyses are correct and within established limits. Test are run correctly and chemicals are kept within prescribed limits with 4 variances in 20 shifts.

Continue on Reverse

ARTMENT OF THE NAVY PERFORMANCE APPRAISAL
SO 12430/9 (11-80) *Back*

COLUMN A PERFORMANCE ELEMENT	COLUMN B PERFORMANCE STANDARDS
Assists in developing lower grade boiler plant operations.	Highly Satisfactory; Directs lower grade boiler plant operators in the correct procedure of fueling, firing, steaming, use of auxiliaries and cleaning of boielrs while maintaining 95-97% of designed plant efficiency. Marginal Standard: Directs lower grade boiler plant operators in the correct procedures of fueling, firing, steaming, use of auxiliaries and cleaning of boilers while maintaining 90-92% of designed plant efficiency.

RIOD

TO:

IFICATION: *Your signature indicates that a particular step has been completed and understood. Date your signature.*

APPRAISAL STAGES	EMPLOYEE		SUPERVISOR	
	SIGNATURE	DATE	SIGNATURE	D
MENTS/STANDARDS SET				
OGRESS REVIEW(S)				
JAL PERFORMANCE APPRAISAL				

PERFORMANCE STD ATTACHED

CE

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No. 71X80001

2. Reason for Submission: [X] Redescription [ ] Reestablishment [ ] New [ ] Other

Explanation *(Show any positions replaced)*: Replaces Boiler Plant Operator WG-5402-11 PD 50-77

3. Service: [ ] Dept'l [X] Field

4. Employing Office Location: Camp Lejeune, N.C.

5. Duty Station:

6. CSC Certification No.:

7. Fair Labor Standards Act: [ ] Exempt [ ] Nonexempt

8. Employment/Financial Stmt Required: [ ] Yes [ ] No

9. Subject to IA Action: [ ] Yes [ ] No

10. Position Status: [X] Competitive [ ] Excepted *(Specify)*

11. Position is: [ ] Suprvsry [ ] Managerial [X] Neither

12. Sensitivity: [ ] Critical [ ] Noncritical [ ] Nonsensitive

13. Competitive Level Code:

14. Agency Use:

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Boiler Plant Operator	WG	5402	11	DB	DEC 1 0 1980
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee *(if vacancy, specify)*:

18. Department, Agency, or Establishment: Marine Corps Base, Camp Lejeune, N.C.

a. First Subdivision: Base Maintenance Department

b. Second Subdivision: Utilities Division

c. Third Subdivision: Steam Generation Branch

d. Fourth Subdivision:

e. Fifth Subdivision:

Employee Review. *This is an accurate description of the major duties and responsibilities of my position.*

Signature of Employee *(optional)*:

19. 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: K. SHEPARD Boiler Plant Operator Foreman

Signature: Kenneth R. Shepard — Date: 10-30-80

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*: B. W. ELSTON Maintenance Manager

Signature: B W Elston — Date: 11/4/80

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 Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action: OLIVE S. DOWNING, Acting Classification Supt.

Signature: Olive S. Downing — Date: DEC 1 0

22. Standards Used in Classifying/Grading Position

FLSA: Exempt ___ Nonexempt ✓ *

Unit Status ~~CLC~~ COLD

CFI ___ SPC C BOC ___

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 Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks: SEE AGAINST 12510.7A: Position reviewed & classification determined proper. 4/1/81 pd.

* FPM Bul 551-16 & -17 applied 11/13/85. pd

Description of Major Duties and Responsibilities *(see attached)*

I. Introduction. This position is located in the Steam Generation Branch, Utilities Division, Base Maintenance Department. The purpose for the job is to control the operation of boilers operated at pressures of 150 P.S.I., with plant operating capacities of 500,000 pounds of steam per hour. Boilers are fired with coal and oil to generate steam at constant pressures for industrial processes and heating purposes. Operates equipment such as electrostatic precipitators, air compressors, chemical feed pumps, draft fans, and other equipment used in the operation of a heating plant. Checks operation of equipment by observing and making necessary adjustments, and assists in maintenance and repair on above equipment.

II. Major Duties. Lights off and shuts down boilers and precipitators for safe and efficient operation. Analyzes operating conditions as shown by indicating and recording meters and gauges affected by load changes, steam pressures, oil pressure and temperatures, fuel flow, air flow, and other controls. Checks and makes minor adjustments to equipment for safe and efficient operation, including alarm devices, automatic, electrical and pneumatic combustion controls, magnetic valves, programming controls, firetron cells, smoke indicator, air safety switches, protective relays, air compressors, feedwater deareators and heaters, fuel oil heaters, internal chemical injection equipment, stop valves, forced and I. D. fans, fuel and steam pressure controls, relief valves, feedwater regulators and pumps. All the controls operate in conjunction with the other and requires the operator to make adjustments for a safe and efficient operation. The incumbent checks plant efficiency, maintains operational log and computes data for boiler log sheets, inspects safety valves and automatic safety devices for flame extinction, automatic ignition, low water cut off and high pressure cut out. Must locate source of trouble when visual inspection of meters and other controls indicate malfunctioning equipment or dangerous conditions. Must be able to discharge the electrostatic precipitators when conditions within the boiler exist that could cause damage to the precipitator. Switches to manual controls if automatic controls fail and follows standard emergency procedures until trouble can be corrected. Removes boilers, precipitators or auxiliary equipment from the line if malfunctions cannot be corrected during operation. Analyzes feedwater in make-up tank and boiler water, using standard chemical test. Operates feedwater conditioning and treatment equipment to remove impurities, controls chemical concentration in boilers, and removes entrapped gases. Must be able to make minor adjustments to firing equipment and also assist Boiler Equipment Mechanic in repair of boilers, precipitators, boiler auxiliaries and all related equipment.

III. Skill and Knowledge. Incumbent is normally responsible for the operation of boilers, precipitators and equipment on designated watch and must be able to evaluate operating conditions of steam generating equipment and electrostatic precipitators from gauges, graphs, charts and dials. Must have a working knowledge of electronic equipment and controls and be able to solve problems of operation by own methods. In case of emergencies in boiler operating procedures, incumbent must have the knowledge and skills to immediately make changes in control systems; close valves, start auxiliary pumps, change or

shut down boilers, secure precipitators, and take all precautionary measures necessary to prevent damage to equipment and injury to plant personnel. The incumbent must hold a valid U.S.M.C. motor vehicle operators permit.

IV. Responsibility. The incumbent normally receives instructions from Boiler Plant Operator Foreman or Boiler Plant Operator General Foreman, depending on shift. Directs lower grade Boiler Plant Operators in fueling, firing, steaming, cleaning boilers, use of boiler auxiliaries, and the operation of electrostatic precipitators. Must assume responsibility to take immediate and appropriate action that would affect the safety of plant and personnel without direct supervision from shift supervisor. Incumbent works approximately 80% of the time on nights, weekends, and holidays, on a rotating shift at Building 1700, and occasionally works at smaller capacity plants. Incumbent pulls leave for WS-9 Shift Foreman when designated. Must have means of getting to work at the different plants on the different shifts. Location and capacity of heating plant that continuously requires a Boiler Plant Operator, WG-11 is: Building 1700 (5 boilers) capacity 500,000 pounds per hour.

V. Physical Effort. Incumbent must have good vision to observe water level in gauge glasses from a distance. Must be physically able to carry 100 pounds for short distances. Climb ladders or rigid steps to heights of 130 feet for purposes of opening valves, cleaning tops of boilers, checking electrostatic precipitators, motors and machinery. Stoops, climbs, kneels, sits and does strenuous and awkward work for short periods of time. Must have good hearing and be able to distinguish colors.

VI. Working Conditions. Work is performed inside 90% of the time. Works in excessive hot climatic conditions, excessive noise, and vibrations from machinery. Will work rotating shifts, nights, weekends, and holidays, may be required to work steam plants which are located in remote areas throughout the Camp Lejeune complex. Incumbent must have means of transportation. Exposed to possibility of burns, bruises, cuts from electrical conductors, high voltage DC electrical current, arcing DC and static voltage, dust, moisture, and hot and cold pipes. Normal hazards are conveyors, drive belts, motors, boilers and precipitators.

RTMENT O F THE NAVY PERFORMANCE APPRAISAL
) 12430/9 (11-80) S/N 0104-LF-924-3045

SHEET 1 of 1

JD 71-80

Read special instructions before completing this form.
Remove instruction sheet before distribution.

Distribution: (a) Civilian Personn

WG-5402-11

NAME (last, first, middle initial)	OFFICIAL POSITION TITLE BOILER PLANT OPERATOR
NIZATION T TLE AND CODE ITIES BRANCH MAINTENANCE DIVISION	DUTY STATION AND ADDRESS

COLUMN A PERFORMANCE ELEMENT *(List performance elements below. Designate critical elements by entering "C" in the bracket below element no.)*	COLUMN B PERFORMANCE STANDARDS *(Indicate level, i.e., marginal, highly satisfactory, etc.)*
Operates assigned steam generating plant.	Highly Satisfactory: Operates steam plant in a manner that insures operating procedures meet designed plant efficiency with 2-3 operational discrepancies during a rating period. Exceptions are granted for equipment failures that are not the fault of the operator.
	Marginal Standard: Operates steam plant in a manner that insures operating procedures meet designed plant efficiency with 6-7 operational discrepancies during a rating period. Exceptions are granted for equipment failures that are not the fault of the operator.
Performs Laboratory Analyses.	Highly Satisfactory: Collects, performs, and records assorted chemical analyses of softener, boiler and condensate water insuring that chemical analyses are correct and within established limits. Tests are run correctly and chemicals are kept within prescribed limits with 1 variance in 20 shifts.
	Marginal Standard: Collects, performs and records assorted chemical analyses of softener boiler and condensate water insuring that chemical analyses are correct and within established limits. Tests are run correctly and chemicals are kept within prescribed limits with 4 variances in 20 shifts.

* Continue on Reverse

'ARTMENT OF THE NAVY PERFORMANCE APPRAISAL
/SO 12430/9 (11-80) *Back*

COLUMN A	COLUMN B
PERFORMANCE ELEMENT	PERFORMANCE STANDARDS
Assists in developing lower grade boiler plant operations.	Highly Satisfactory: Directs lower grade boiler plant operators in the correct procedure of fueling, firing, steaming, use of auxiliaries and cleaning of boilers while maintaining 95-97% of designed plant efficiency. Marginal Standard: Directs lower grade boiler plant operators in the correct procedures of fueling, firing, steaming, use of auxiliaries and cleaning of boilers while maintaining 90-92% of designed plant efficiency.

ERIOD

TO:

RTIFICATION: *Your signature indicates that a particular step has been completed and understood. Date your signature.*

APPRAISAL STAGES	EMPLOYEE		SUPERVISOR	
	SIGNATURE	DATE	SIGNATURE	
LEMENTS/STANDARDS SET				
PROGRESS REVIEW(S)				
NNUAL PERFORMANCE APPRAISAL				

CE

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No. 97-82

2. Reason for Submission: [ ] Redescription [X] New [ ] Abolishment [ ] Other (Explain below any positions replaced)

3. Service: [ ] Competitive [ ] Excepted

4. Department: [ ] Field

5. Geographic Office Location: Camp Lejeune, NC

6. Duty Station

7. Fair Labor Standards Act: [ ] Exempt [ ] Nonexempt

8. Employment/Financial Stmt Required: [ ] Yes [ ] No

9. Subject to IA Action: [ ] Yes [ ] No

10. Position Status: [ ] Competitive [ ] Excepted *(Specify)*

11. Position is: [ ] Supervsry [ ] Managerial [ ] Neither

12. Sensitivity: [ ] Critical [ ] Noncritical [X] Nonsensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Boiler Plant Operator (Leader)	WG	5402	12		11/26/82
e. Recommended by Supervisor or Initiating Office	Lead Boiler Plant Operator					

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

17. Name of Employee *(if vacancy, specify)*

18. Department, Agency, or Establishment: Marine Corps Base, Camp Lejeune, NC

a. First Subdivision: Base Maintenance Division

b. Second Subdivision: Utilities Branch

c. Third Subdivision: Steam Generation Section

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: K. SHEPARD, Boiler Plant Operator Foreman

Signature: Kenneth R Shepard — Date: 9-13-82

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*: R. W. ELSTON, Maintenance Manager

Signature: RW Elston — Date: 9-16-82

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 Civil Service Commission or, if no published standards apply, directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action: W. R. MARTIN, Classification Superintendent

Signature: W. R. Martin — Date: 10/27/82

22. Standards Used in Classifying/Grading Position

FLSA: Exempt [ ] Nonexempt [✓]

Unit Status: ~~[ ] [ ]~~ DOTO

CPI: 9-16-82

SPC: C

BOC:

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 Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks: +7PM Bul 551-16 + -17 applied 11/13/85.

CERTIFIED TRUE COPY

Olive S. Downing 3/6/86

(Initials) (Date)

OLIVE S. DOWNING
Classification Superintendent

Description of Major Duties and Responsibilities *(see attached)*

3008-105

Optional Form 8 (Revised 8-77)
U.S. Civil Service Commission FPM Ch. 295

ENCLOSURE (1)

I. Introduction. This position is located in the Steam Generation Section, Utilities Branch, Base Maintenance Division. The primary purpose of the position is to serve as the Lead Boiler Plant Operator with the responsibility of the smooth operation of the assigned shift and to operate steam plants as assigned. These steam plants range in capacity of 10,000 to 500,000 pounds of steam per hour, with pressures ranging from 50 to 150 P.S.I. Boilers are fired with coal and oil to generate steam at constant pressures for industrial processes and heating purposes. Operates equipment such as air compressors, chemical feed pumps, draft fans, and other equipment used in the operation of a heating plant. Check operation of equipment by observing and making necessary adjustments and assists in maintenance and repair on above equipment.

II. Major Duties.

A. Leads from 11 to 14 Boiler Plant Operators, Coal Handling Equipment Operators, and other lower level personnel by passing on instructions received from supervisor. Incumbent transfers other operators or calls in relief operators to cover unexpected absences on shift and assigns immediate tasks to be performed by operators. Incumbent obtains needed information on decisions from supervisor on problems that occur during shifts. Maintains a current knowledge of steam boilers and equipment, and answers questions of other workers on procedures, policies, written instructions and other directives. Incumbent assures that other operators are kept busy. This will be accomplished by checking with operators by phone during the shift, and near the end of the shift to insure supervisor's instructions on work sequences, procedures, methods and deadlines have been met. Incumbent advises operators to follow instructions received from supervisors and to meet deadlines. Reports to supervisors on status and progress of operators, cause of work delays, and answers questions of supervisors on overall shift operations and problems. Incumbent notifies supervisory personnel about operational problems during shift concerning areas that need the supervisor's immediate attention. Incumbent keeps time cards and log of incidents and other records during assigned shift.

B. For efficient operation, incumbent lights off and shuts down boilers. Analyzes operating conditions as shown by indicating and recording meters and gauges, reflecting load changes, steam temperatures and pressure, flow of fuel, steam and air, and other controls. Adjusts equipment for efficient operation, including alarm devices, automatic electrical and pneumatic combustion controls, magnetic valves, programming controls, firetron cells, smoke indicators, air safety switches, protective relays, air compressors, feedwater deaerators and heaters, fuel heaters, internal chemical injection equipment, stop valves, forced and induced draft fans, fuel and steam pressure control, relief valves, feedwater regulators and pumps. All the controls operate in conjunction with the other and requires the operator to make adjustments for a safe and efficient operation. The incumbent checks plant efficiency, maintains operational log and computes data for boiler log sheets; inspects safety valves and automatic safety devices for flame extinction, automatic ignition, low water cut off and high pressure cut out. Must locate source of trouble when visual inspection of meters and other controls indicate malfunctioning equipment or dangerous conditions. Switches to manual controls if automatic controls fail and follows standard emergency procedures until trouble can be corrected. Removes boiler or auxiliary from the line if malfunctions cannot be corrected during operation. Analyzes feedwater in make-up and boiler water, using standard chemical

tests. Operates feedwater conditioning and treatment equipment to remove impurities, controls chemical concentration in boiler and removes entrapped gases. Must be able to make minor adjustments to firing equipment and also assist Boiler Equipment Mechanic in repair of boilers, auxiliaries, and all related equipment.

III. Skill and Knowledge. Must have the ability to lead other operators and have a thorough knowledge of the location, purpose and operating techniques of all steam plants, boiler and auxiliary equipment. Incumbent must have the ability to interpret and evaluate operating conditions of steam generating equipment from gauges, graphs, charts and dials. Must have a working knowledge of electronic equipment and controls, and be able to solve problems of operation by own methods. In case of emergencies in boiler operating procedures, incumbent must have the knowledge and skill to immediately make changes in control systems; close valves, start auxiliary pumps, change or shut down boilers, and take all safety precautionary measures necessary to prevent damage to boilers and injury to plant personnel.

IV. Responsibility. Instructions are normally received from the Boiler Plant Operator Foreman or General Foreman, and may be either oral or written. Incumbent will be working without direct supervision the majority of the time, operating and directing lower grade Boiler Plant Operators in fueling, firing, steaming, cleaning boilers, and use of boiler auxiliaries. Must assume responsibility to take immediate and appropriate action that would affect the safety of plant and personnel without direct supervision. Must be able to make on the spot decisions during critical situations and use good judgement as problems arise by either taking corrective action or recalling supervisory personnel during extreme emergencies. Incumbent will be working the majority of the time at Building 1700, and be in contact with the other manned plants by telephone. Must have a valid state motor vehicle operator's license and qualify for a government motor vehicle operator's permit.

V. Physical Effort. Incumbent must have good vision to observe water level in gauge glasses from a distance. Must be physically able to carry 100 pounds for short distances. Climb ladders or rigid steps to heights of 125 feet for purposes of opening valves, cleaning tops of boilers, motors, and machinery. Stoops, climbs, kneels, sits, and does strained and awkward work for short periods of time. Must have good hearing and be able to distinguish colors.

VI. Working Conditions. Work is performed inside 90% of the time. Works in excessive hot climatic conditions, excessive noise and vibrations from machinery. Will work rotating shifts, nights, weekends, and holidays. Rotates between steam plants which are located in remote areas throughout the Camp Lejeune complex. Incumbent must have own means of transportation. Exposed to possibility of burns, bruises, cuts, electrical conductors, dust, moisture, and hot and cold pipes. Normal hazards are conveyors, drive belts, motors, and boilers.

ENCLOSURE 1/1

POSITION EVALUATION REPORT FOR JD# 97-82

Ref: (a) OPM Job Grading Standards for Leader (TS-39 Jan 80)
(b) OPM Job Grading Standards for Boiler Plant Operator, WG-5402 (TS-8 Sep 69)
(c) DoN Supplementary Job Grading Guidance (NAVSO - P-3090) Supplementary Job Grading Guidance for Boiler Plant Operator
(d) OPM Job Grading Standards for Supervisor (TS-4 9 Aug 82)

1. Identification: Job # 97-82 is located in the Plant Operations Unit, Steam Generation Section, Utilities Branch, Base Maintenance Division, Facilities Department, Marine Corps Base, Camp Lejeune, North Carolina. The job was classified as Boiler Plant Operator (Leader), WG-5402-12 on 26 October 1982.

2. Nature of action: The evaluation report is occasioned by a classification appeal, submitted by Messrs. Hardison, Brownley, Weston, Humphrey, Bell and Rogers.

3. Classification: The present classification is Boiler Plant Operator (Leader), WG-5402-12. The appellants are requesting the job be classified as Boiler Plant Operator Foreman, WS-5402-9. On the basis of the following information, it is recommended the classification of Boiler Plant Operator (Leader), WG-5402-12, be sustained.

4. Organizational Information: The Plant Operations Unit of the Steam Generation Section, consists of seven manned plants and 47 unmanned steam generating plants located at various points throughout the Base. The unit is headed by a Boiler Plant Operator Foreman. All positions in the unit are concerned with the production of steam by operation of coal and oil fired steam generation plants. The appellants are the six employees covered by the job description and are assigned to the unit. The exact organizational location of the appellants' jobs are shown on enclosure (3).

5. Historical Sketch: This was a new job established in October 1982. The shifts in the unit had been previously supervised by Boiler Plant Operator Foremen but, due to an economy measure, these jobs were eliminated. The Boiler Plant Operator Foreman positions were for full time supervisory positions with full responsibility for planning, work direction, and administration of all personnel assigned to a shift. Enclosure (5) is a copy of the job description for the abolished positions.

6. Analysis of Duties and Responsibilities

The appellants' primary duties are twofold, involving the leading of other Boiler Plant Operators and various support personnel and operation of the Central Steam Plant with a generating capacity of 500,000 pounds of steam per hour.

A. Leader Duties: The incumbents normally lead from 11-14 employees classified from Boiler Plant Operator Helper WG-5 to Boiler Plant Operator WG-10. On occasion one of the appellants may lead a WG-11 Boiler Plant Operator. There are two WG-11 operators assigned to the unit and they rotate between the shifts as relief operators. Even though they are classified at the WG-11 level, they are usually operating a steam generating plant in which the normal operator would be graded at the WG-9 or 10 level. These employees are evaluated at the

ENCLOSURE (2)

WG-11 level because they are required on occasion to operate the Central Heating Plant with a generating capacity of 500,000 pounds of steam per hour due to unexpected absence of one of the appellants. When the WG-11 is not needed as a relief operator at one of the smaller plants, the WG-11 may operate the central plant allowing the appellants to visit other outlying steam generating plants. The appellants transfer personnel assigned to the shift by the Foreman to cover unexpected absences of scheduled operators. If there are not enough relief operators assigned to the shift the appellants will call in another operator from a list provided by the Foreman. The appellants also assign immediate tasks to be performed by operators that are not needed to operate a plant on the assigned shift. The tasks are normally determined by priorities previously established by the Foreman. The appellants must maintain current knowledge of steam operations and answer questions of other workers on procedures, policies and direc tions. The appellants check with operators and ensure supervisor's instructions on work procdures, methods and deadlines have been met. They leave written reports to the supervisor on status and progress of operators, cause of work delays, and answer questions of supervisor on overall shift operations and operational and personnel problems encountered during the shift. These duties are typical of those discussed on pages 4 and 5 of reference (a) for Work Leader Positions. The grade of a leader position is determined by the highest level work lead. For the reasons discussed above, the highest level nonsupervisory work lead by the appellants on a regular and recurring basis is WG-10. The leader duties of this job are evaluated at the WL-10 level.

B. Nonsupervisory Duties: The job description indicates that employees covered by this job description will operate a boiler plant with generating capacity of 500,000 pounds per hour, since the primary assignment is at the Central Heating Plant. The employees covered by this JD are highly skilled and perform all plant operations and preventive maintenance tasks without reference to an immediate supervisor. The generating capacity for the Central Heating Plant of 500,000 pounds per hour is considered to "substantially" exceed the criteria for WG-10, cited in reference (b), i.e., 100,000 or more pounds per hour. By application of the criteria in reference (c), this job equates to the WG-11 (500,000 pounds per hour). In recognition of the incumbents' responsibility for the smooth operation of all boiler plants on the assigned shift and the absence of supervision for the majority of the time, it is considered appropriate to assign an additional grade for shift responsibility in accordance with instructions contained in reference (b). The nonsupervisory duties are evaluated at the WG-12 level.

This job does not compare favorably with the criteria discussed in reference (d) since the appellants are not held accountable for the quantity and quality of the work done or for assuring the efficient and economical work of personnel asigned to the shift. The appellants do not direct or review the work of subordinates or evaluate their work performance; plan schedules or coordinate work operations, and they do not determine materials, equipment or facilities needed. Also the appellants are not responsible for any personnel administration for other workers assigned to a shift. The above duties are assigned to the appellants' supervisor, the Boiler Plant Operator Foreman, WS-5402-12.

In determining the final classification of this job reference is made to the information contained on page 8 of reference (a). In this instance, the current schedule of wages for this activity reflects a higher rate of pay for WG-12 than that for WL-10 by one cent per hour. For this reason the final classification of this job is Boiler Plant Operator (Leader), WG-5412-12.

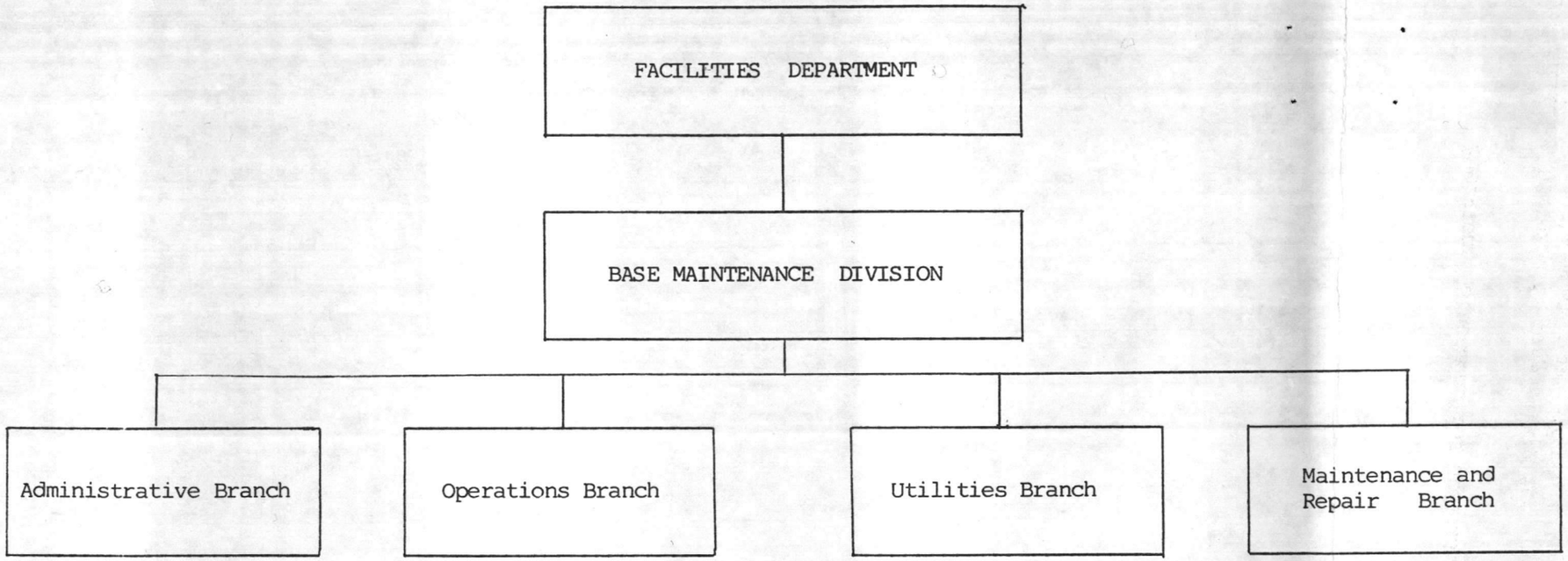
ENCLOSURE (2)

7. Recommendation: In consideration of the foregoing, it is recommended that the present classification, Boiler Plant Operator (Leader), WG-5402-12, be sustained.

DURREL T. BROWN

ENCLOSURE (2)

ORGANIZATIONAL CHART FOR UTILITIES DIVISION



ENCLOSURE (3)

ORGANIZATIONAL CHART FOR UTILITIES DIVISION

855 UTILITIES BRANCH

856	Supv Gen Engineer	GS-12	1
857	Utilities Gen Foreman	WS-16	1
857A	Production Controller	GS-07	1
858	Secretary (Typing)	GS-05	1
859	Chemist	GS-09	1
		Total	5

860 STEAM GENERATION SECTION

861	Boiler Plt Oper Gen Farm	WS-14	1
862	Clerk Typist	GS-03	1
		Total	2

862B Plant Maintenance Unit

862C	Boiler Plt Eq Mech Frmn	WS-10	1
862D	Instrument Mechanic	WG-11	4
862E	Boiler Plt Equip Mech	WG-10	7
862F	Maintenance Mechanic	WG-10	1
862G	Insulator	WG-10	1
		Total	14

863 Plant Operations Unit

864	Boiler Plant Oper Foreman	WS-12	1
867	Coal Handling Equip Oper	WG-06	3
		Total	4

868 Central Plant Operations Sub-unit

869	Boiler Plt Operator (Ldr)	WG-12	6
870	Boiler Plant Operator	WG-11	2
871	Boiler Plant Operator	WG-07	8
872	Boiler Tender	WG-06	5
873	Boiler Plt Oper Helper	WG-05	6
		Total	27

874 Outlying Plant Operations Sub-unit

876	Boiler Plant Operator	WG-10	12
877	Boiler Plant Operator	WG-09	18
		Total	30

878 WATER/SEWAGE TREATMENT SECTION

879	Util Systems Plt Gen Frmn	WS-13	1
880	Clerk Typist	GS-03	1
		Total	2

881 Water Treatment Unit

882	Water Trmt Plt Oper Frmn	WS-10	1
883	Water Trmt Plt Oper Ldr	WL-09	6
884	Water Trmt Plt Operator	WG-09	24
886	Industrial Equip Mechanic	WG-10	2
886A	Instrument Mechanic	WG-10	1
887	Equipment Repairer	WG-08	2
888	Water Trmt Plt Operator	WG-07	5
889	Water Trmt Plt Oper Hlpr	WG-05	2
		Total	43

890 Sewage Treatment Unit

891	Sewage Trmt Plt Oper Frmn	WS-10	1
892	Sewage Trmt Plt Oper Ldr	WL-09	6
893	Sewage Trmt Plt Optr	WG-09	6
894	Sewage Trmt Plt Optr	WG-08	27
895	Sewage Trmt Plt Optr Hlpr	WG-05	2
896	Industrial Equip Mech	WG-10	2
896A	Instrument Mechanic	WG-10	1
897	Welder	WG-10	1
		Total	46

898 COLD STORAGE SECTION

899	A/C Equip Mech Foreman	WS-09	1
900	A/C Equip Operator	WG-10	4
901	A/C Equip Mechanic	WG-10	1
		Total	6

926 UTILITIES MONITORING SECTION

927	General Engineer	GS-[illegible]	
928	Computer Programmer	GS-[illegible]	
929	Computer Operator	GS-[illegible]	
930	Electronics Mechanic	WG-[illegible]	
930A	Electronics Worker	WG-[illegible]	
		Total	

* Appellants' position

**Relief Operators work both in central and outlying plant operations sub-units as needed.

ENCLOSURE (3)

Functional Statement for Utilities

The Utilities Division is responsible for the efficient operation and operator's maintenance of the activity's utilities systems. This responsibility includes the operation of nonautomated plants, periodic inspection of automated plants and distribution systems, maintaining and evaluating operational records, evaluating performance reports, coordinating the scheduling of maintenance and overhaul work, ensuring sufficient supplies of fuels and materials, managing the utilities conservation program, establishing and maintaining utilities targets, furnishing of quantity data for budgeting and accounting and the planning for future utilities support requirements. Utilities plant supervisors and operators operate and maintain their plant equipment properly, efficiently and safely in accordance with established proficiency standards.

ENCLOSURE (4)

0104 242 4240 (See Instructions on Reverse) ☐ PD ☒ JD NO. 50-75

FOR INITIATING OFFICE ACTION

POSITION OR JOB TITLE	SCHED. OR SERV.	SERIES	GRADE/ PAY LEVEL /FORMULA	CLASSI-FIERS INITIALS	CLASSIFICATION OR RATING OFFICIAL (Signature, Title and Date)
1. THIRD ACTION					
2. SECOND ACTION					
3. FIRST ACTION Boiler Plant Operator Foreman	WS	5412	9	M	W.R. Martin 2/5/76 W. R. MARTIN By direction
4. RECOMMENDED					5. NAME OF EMPLOYEE

POSITION OR JOB LOCATION

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

12. EMPLOYEES NOW PERFORMING DUTIES (Ungraded jobs only)

(No.:)	(Title:)	(No.:)	(Title:)
			FLSA: Exempt / Nonexempt ✓ CFI NONE; Unit Status 8888 ~~NS~~ NONE

REASON FOR SUBMISSION

☐ 13. DUTIES AND RESPONSIBILITIES NOT ELSEWHERE DESCRIBED - COMPLETE DESCRIPTION ATTACHED.

	POS. OR JOB #	CLASS. OR RATING
14. ATTACHED AMENDMENT NO. 1 TO-	JD No. 50-75	Boiler Plant Operator Foreman, WS-5402-9
15. IDENTICAL TO-		
16. ATTACHED STATEMENT OF DIFFERENCE TO-		
17. REPLACES-		
18. OTHER (Specify) T/MB 7512 line 497 Nonexempt		

CERTIFICATIONS:

The description of the duties and responsibilities of this position or job is complete and accurate.

	DATE
19. SIGNATURE (Employee)	
20. SIGNATURE AND TITLE (Immediate supervisor) (Position No., Classification or Rank)	
21. SIGNATURE AND TITLE (Person authorized to establish position or job)	

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 msleading statements may constitute violations of such statutes or their implementing regulations.

Robert L. Wellington 1-30-76 (Signature & Date - Imediate Supervisor)

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

fication of this position may be appealed by the incumbent at any time. Appeals from classification ac- ch result in demotion or reduction in compensation must be timely in order for retroactivity to apply. ar your classifier or appropriate activity instruction for procedures. Civil Service Commission classifica- tion standards and Department of the Navy classification guides are available for review in the Wage and Classification Office.

23. CLASSIFICATION OR RATING RECERTIFICATION: SECNAVINST 12510.7: Position reviewed and determined appropriate 3/23/79 7/14/80 cancelled by MLR 10/21/85 4/7/80 or 3/18/80 or 3/12/80 or 2/5/80 or G

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.

ENCLOSURE 151

POSITION OR JOB DESCRIPTION

NAVSO 12510/7 (REV. 10-67)
(See Instructions on Reverse)

0104 942 4340

☐ PD ☒ CERD NO. 50-75

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	5402	9	M	W.R. Martin 9/23/75 W. R. MARTIN By direction
4. RECOMMENDED				5. NAME OF EMPLOYEE	

POSITION OR JOB LOCATION

6. ACTIVITY - NAME AND LOCATION: Marine Corps Base, Camp Lejeune, NC

7. ORGANIZATIONAL SUBDIVISIONS (1st): Base Maintenance Department

8. (2nd): Utilities Division

9. (3rd): Steam Generation Branch

10. (4th):

11. ORGANIZATIONAL TITLE OF POSITION OR JOB (If any):

12. EMPLOYEES NOW PERFORMING DUTIES (Ungraded jobs only)

(No.:)	(Title:)	(No.:)	(Title:)

REASON FOR SUBMISSION

☐ 13. DUTIES AND RESPONSIBILITIES NOT ELSEWHERE DESCRIBED - COMPLETE DESCRIPTION ATTACHED.

	POS. OR JOB #	CLASS. OR RATING
14. ATTACHED AMENDMENT NO. _____ TO-		
15. IDENTICAL TO-		
16. ATTACHED STATEMENT OF DIFFERENCE TO-		
17. REPLACES-	JD No. 110-70	Boiler Plant Operator Leader, WL-5402-11

18. OTHER (Specify) 10/1/75 FP(1)-5[illegible]-1 Promotion - T/MIC 7512 eff 10 July 74 Line# 493

CERTIFICATIONS:

The description of the duties and responsibilities of this position or job is complete and accurate.

	DATE
19. SIGNATURE (Employee)	
20. SIGNATURE AND TITLE (Immediate supervisor) (Position No., Classification or Rank)	
21. SIGNATURE AND TITLE (Person authorized to establish position or job)	

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.

John L Hetherington 7-18-75 — Signature & Date - Immediate Supervisor

[illegible] 7-18-75 — (Signature & Date - Department Head)

Classification of this position may be appealed by the incumbent at any time. Appeals from classification actions which result in demotion or reduction in compensation must be timely in order for retroactivity to apply. See 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.

ENCLOSURE (5)

CLASSIFICATION OR RATING RECERTIFICATION:					

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. Incombent 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.

ENCLOSURE 151

CE

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No. 97-82

2. Reason for Submission: [ ] Redescription [X] New [ ] Abolishment [ ] Reestablishment [ ] Other
Explanation (show any positions replaced)

Department or Service: [ ] Field: Camp Lejeune, NC

Classifying Office Location: [ ]

Duty Station: [ ]

7. Fair Labor Standards Act: [ ] Exempt [ ] Nonexempt

8. Employment/Financial Stmt Required: [ ] Yes [ ] No

9. Subject to IA Action: [ ] Yes [ ] No

10. Position Status: [ ] Competitive [ ] Excepted *(Specify)*

11. Position is: [ ] Suprvsry [ ] Managerial [ ] Neither

12. Sensitivity: [ ] Critical [ ] Noncritical [X] Nonsensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Audited by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Boiler Plant Operator (Leader)	WG	5402	12		11/26/82
e. Recommended by Supervisor or Initiating Office	Lead Boiler Plant Operator					

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

17. Name of Employee *(if vacancy, specify)*

18. Department, Agency, or Establishment: Marine Corps Base, Camp Lejeune, NC

a. First Subdivision: Base Maintenance Division

b. Second Subdivision: Utilities Branch

c. Third Subdivision: Steam Generation Section

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)*

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: K. SHEPARD, Boiler Plant Operator Foreman

Signature: Kenneth R Shepard Date: 9-13-82

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*: R. W. ELSTON, Maintenance Manager

Signature: RW Elston Date: 9-16-82

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 Civil Service Commission or, if no published standards apply, directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action: W. R. MARTIN, Classification Superintendent

Signature: W. R. Martin Date: 10/27/82

22. Standards Used in Classifying/Grading Position

FLSA: Exempt [ ] Nonexempt [✓]

Unit Status: [ ] [✓]

CPI [ ]
SPC 6
BOC [ ]

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 Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks: +7PM Bul 551-16 + -17 applied 11/13/85.

CERTIFIED TRUE COPY
Olive S. Downing 3/6/86
(Initials) (Date)
OLIVE S. DOWNING
Classification Superintendent

25. Description of Major Duties and Responsibilities *(see attached)*

5008-105

Optional Form 8 (Revised 8-77)
U.S. Civil Service Commission, FPM Ch. 295

ENCLOSURE (1)

I. Introduction. This position is located in the Steam Generation Section, Utilities Branch, Base Maintenance Division. The primary purpose of the position is to serve as the Lead Boiler Plant Operator with the responsibility of the smooth operation of the assigned shift and to operate steam plants as assigned. These steam plants range in capacity of 10,000 to 500,000 pounds of steam per hour, with pressures ranging from 50 to 150 P.S.I. Boilers are fired with coal and oil to generate steam at constant pressures for industrial processes and heating purposes. Operates equipment such as air compressors, chemical feed pumps, draft fans, and other equipment used in the operation of a heating plant. Check operation of equipment by observing and making necessary adjustments and assists in maintenance and repair on above equipment.

II. Major Duties.

A. Leads from 11 to 14 Boiler Plant Operators, Coal Handling Equipment Operators, and other lower level personnel by passing on instructions received from supervisor. Incumbent transfers other operators or calls in relief operators to cover unexpected absences on shift and assigns immediate tasks to be performed by operators. Incumbent obtains needed information on decisions from supervisor on problems that occur during shifts. Maintains a current knowledge of steam boilers and equipment, and answers questions of other workers on procedures, policies, written instructions and other directives. Incumbent assures that other operators are kept busy. This will be accomplished by checking with operators by phone during the shift, and near the end of the shift to insure supervisor's instructions on work sequences, procedures, methods and deadlines have been met. Incumbent advises operators to follow instructions received from supervisors and to meet deadlines. Reports to supervisors on status and progress of operators, cause of work delays, and answers questions of supervisors on overall shift operations and problems. Incumbent notifies supervisory personnel about operational problems during shift concerning areas that need the supervisor's immediate attention. Incumbent keeps time cards and log of incidents and other records during assigned shift.

B. For efficient operation, incumbent lights off and shuts down boilers. Analyzes operating conditions as shown by indicating and recording meters and gauges, reflecting load changes, steam temperatures and pressure, flow of fuel, steam and air, and other controls. Adjusts equipment for efficient operation, including alarm devices, automatic electrical and pneumatic combustion controls, magnetic valves, programming controls, firetron cells, smoke indicators, air safety switches, protective relays, air compressors, feedwater deaerators and heaters, fuel heaters, internal chemical injection equipment, stop valves, forced and induced draft fans, fuel and steam pressure control, relief valves, feedwater regulators and pumps. All the controls operate in conjunction with the other and requires the operator to make adjustments for a safe and efficient operation. The incumbent checks plant efficiency, maintains operational log and computes data for boiler log sheets; inspects safety valves and automatic safety devices for flame extinction, automatic ignition, low water cut off and high pressure cut out. Must locate source of trouble when visual inspection of meters and other controls indicate malfunctioning equipment or dangerous conditions. Switches to manual controls if automatic controls fail and follows standard emergency procedures until trouble can be corrected. Removes boiler or auxiliary from the line if malfunctions cannot be corrected during operation. Analyzes feedwater in make-up and boiler water, using standard chemical

tests. Operates feedwater conditioning and treatment equipment to remove impurities, controls chemical concentration in boiler and removes entrapped gases. Must be able to make minor adjustments to firing equipment and also assist Boiler Equipment Mechanic in repair of boilers, auxiliaries, and all related equipment.

III. Skill and Knowledge. Must have the ability to lead other operators and have a thorough knowledge of the location, purpose and operating techniques of all steam plants, boiler and auxiliary equipment. Incumbent must have the ability to interpret and evaluate operating conditions of steam generating equipment from gauges, graphs, charts and dials. Must have a working knowledge of electronic equipment and controls, and be able to solve problems of operation by own methods. In case of emergencies in boiler operating procedures, incumbent must have the knowledge and skill to immediately make changes in control systems; close valves, start auxiliary pumps, change or shut down boilers, and take all safety precautionary measures necessary to prevent damage to boilers and injury to plant personnel.

IV. Responsibility. Instructions are normally received from the Boiler Plant Operator Foreman or General Foreman, and may be either oral or written. Incumbent will be working without direct supervision the majority of the time, operating and directing lower grade Boiler Plant Operators in fueling, firing, steaming, cleaning boilers, and use of boiler auxiliaries. Must assume responsibility to take immediate and appropriate action that would affect the safety of plant and personnel without direct supervision. Must be able to make on the spot decisions during critical situations and use good judgement as problems arise by either taking corrective action or recalling supervisory personnel during extreme emergencies. Incumbent will be working the majority of the time at Building 1700, and be in contact with the other manned plants by telephone. Must have a valid state motor vehicle operator's license and qualify for a government motor vehicle operator's permit.

V. Physical Effort. Incumbent must have good vision to observe water level in gauge glasses from a distance. Must be physically able to carry 100 pounds for short distances. Climb ladders or rigid steps to heights of 125 feet for purposes of opening valves, cleaning tops of boilers, motors, and machinery. Stoops, climbs, kneels, sits, and does strained and awkward work for short periods of time. Must have good hearing and be able to distinguish colors.

VI. Working Conditions. Work is performed inside 90% of the time. Works in excessive hot climatic conditions, excessive noise and vibrations from machinery. Will work rotating shifts, nights, weekends, and holidays. Rotates between steam plants which are located in remote areas throughout the Camp Lejeune complex. Incumbent must have own means of transportation. Exposed to possibility of burns, bruises, cuts, electrical conductors, dust, moisture, and hot and cold pipes. Normal hazards are conveyors, drive belts, motors, and boilers.

ENCLOSURE (1)

POSITION EVALUATION REPORT FOR JD# 97-82

Ref: (a) OPM Job Grading Standards for Leader (TS-39 Jan 80)
(b) OPM Job Grading Standards for Boiler Plant Operator, WG-5402 (TS-8 Sep 69)
(c) DoN Supplementary Job Grading Guidance (NAVSO - P-3090) Supplementary Job Grading Guidance for Boiler Plant Operator
(d) OPM Job Grading Standards for Supervisor (TS-4 9 Aug 82)

1. Identification: Job # 97-82 is located in the Plant Operations Unit, Steam Generation Section, Utilities Branch, Base Maintenance Division, Facilities Department, Marine Corps Base, Camp Lejeune, North Carolina. The job was classified as Boiler Plant Operator (Leader), WG-5402-12 on 26 October 1982.

2. Nature of action: The evaluation report is occasioned by a classification appeal, submitted by Messrs. Hardison, Brownley, Weston, Humphrey, Bell and Rogers.

3. Classification: The present classification is Boiler Plant Operator (Leader), WG-5402-12. The appellants are requesting the job be classified as Boiler Plant Operator Foreman, WS-5402-9. On the basis of the following information, it is recommended the classification of Boiler Plant Operator (Leader), WG-5402-12, be sustained.

4. Organizational Information: The Plant Operations Unit of the Steam Generation Section, consists of seven manned plants and 47 unmanned steam generating plants located at various points throughout the Base. The unit is headed by a Boiler Plant Operator Foreman. All positions in the unit are concerned with the production of steam by operation of coal and oil fired steam generation plants. The appellants are the six employees covered by the job description and are assigned to the unit. The exact organizational location of the appellants' jobs are shown on enclosure (3).

5. Historical Sketch: This was a new job established in October 1982. The shifts in the unit had been previously supervised by Boiler Plant Operator Foremen but, due to an economy measure, these jobs were eliminated. The Boiler Plant Operator Foreman positions were for full time supervisory positions with full responsibility for planning, work direction, and administration of all personnel assigned to a shift. Enclosure (5) is a copy of the job description for the abolished positions.

6. Analysis of Duties and Responsibilities

The appellants' primary duties are twofold, involving the leading of other Boiler Plant Operators and various support personnel and operation of the Central Steam Plant with a generating capacity of 500,000 pounds of steam per hour.

A. Leader Duties: The incumbents normally lead from 11-14 employees classified from Boiler Plant Operator Helper WG-5 to Boiler Plant Operator WG-10. On occasion one of the appellants may lead a WG-11 Boiler Plant Operator. There are two WG-11 operators assigned to the unit and they rotate between the shifts as relief operators. Even though they are classified at the WG-11 level, they are usually operating a steam generating plant in which the normal operator would be graded at the WG-9 or 10 level. These employees are evaluated at the

ENCLOSURE (2)

WG-11 level because they are required on occasion to operate the Central Heating Plant with a generating capacity of 500,000 pounds of steam per hour due to unexpected absence of one of the appellants. When the WG-11 is not needed as a relief operator at one of the smaller plants, the WG-11 may operate the central plant allowing the appellants to visit other outlying steam generating plants. The appellants transfer personnel assigned to the shift by the Foreman to cover unexpected absences of scheduled operators. If there are not enough relief operators assigned to the shift the appellants will call in another operator from a list provided by the Foreman. The appellants also assign immediate tasks to be performed by operators that are not needed to operate a plant on the assigned shift. The tasks are normally determined by priorities previously established by the Foreman. The appellants must maintain current knowledge of steam operations and answer questions of other workers on procedures, policies and direc tions. The appellants check with operators and ensure supervisor's instructions on work procdures, methods and deadlines have been met. They leave written reports to the supervisor on status and progress of operators, cause of work delays, and answer questions of supervisor on overall shift operations and operational and personnel problems encountered during the shift. These duties are typical of those discussed on pages 4 and 5 of reference (a) for Work Leader Positions. The grade of a leader position is determined by the highest level work lead. For the reasons discussed above, the highest level nonsupervisory work lead by the appellants on a regular and recurring basis is WG-10. The leader duties of this job are evaluated at the WL-10 level.

B. Nonsupervisory Duties: The job description indicates that employees covered by this job description will operate a boiler plant with generating capacity of 500,000 pounds per hour, since the primary assignment is at the Central Heating Plant. The employees covered by this JD are highly skilled and perform all plant operations and preventive maintenance tasks without reference to an immediate supervisor. The generating capacity for the Central Heating Plant of 500,000 pounds per hour is considered to "substantially" exceed the criteria for WG-10, cited in reference (b), i.e., 100,000 or more pounds per hour. By application of the criteria in reference (c), this job equates to the WG-11 (500,000 pounds per hour). In recognition of the incumbents' responsibility for the smooth operation of all boiler plants on the assigned shift and the absence of supervision for the majority of the time, it is considered appropriate to assign an additional grade for shift responsibility in accordance with instructions contained in reference (b). The nonsupervisory duties are evaluated at the WG-12 level.

This job does not compare favorably with the criteria discussed in reference (d) since the appellants are not held accountable for the quantity and quality of the work done or for assuring the efficient and economical work of personnel asigned to the shift. The appellants do not direct or review the work of subordinates or evaluate their work performance; plan schedules or coordinate work operations, and they do not determine materials, equipment or facilities needed. Also the appellants are not responsible for any personnel administration for other workers assigned to a shift. The above duties are assigned to the appellants' supervisor, the Boiler Plant Operator Foreman, WS-5402-12.

In determining the final classification of this job reference is made to the information contained on page 8 of reference (a). In this instance, the current schedule of wages for this activity reflects a higher rate of pay for WG-12 than that for WL-10 by one cent per hour. For this reason the final classification of this job is Boiler Plant Operator (Leader), WG-5412-12.

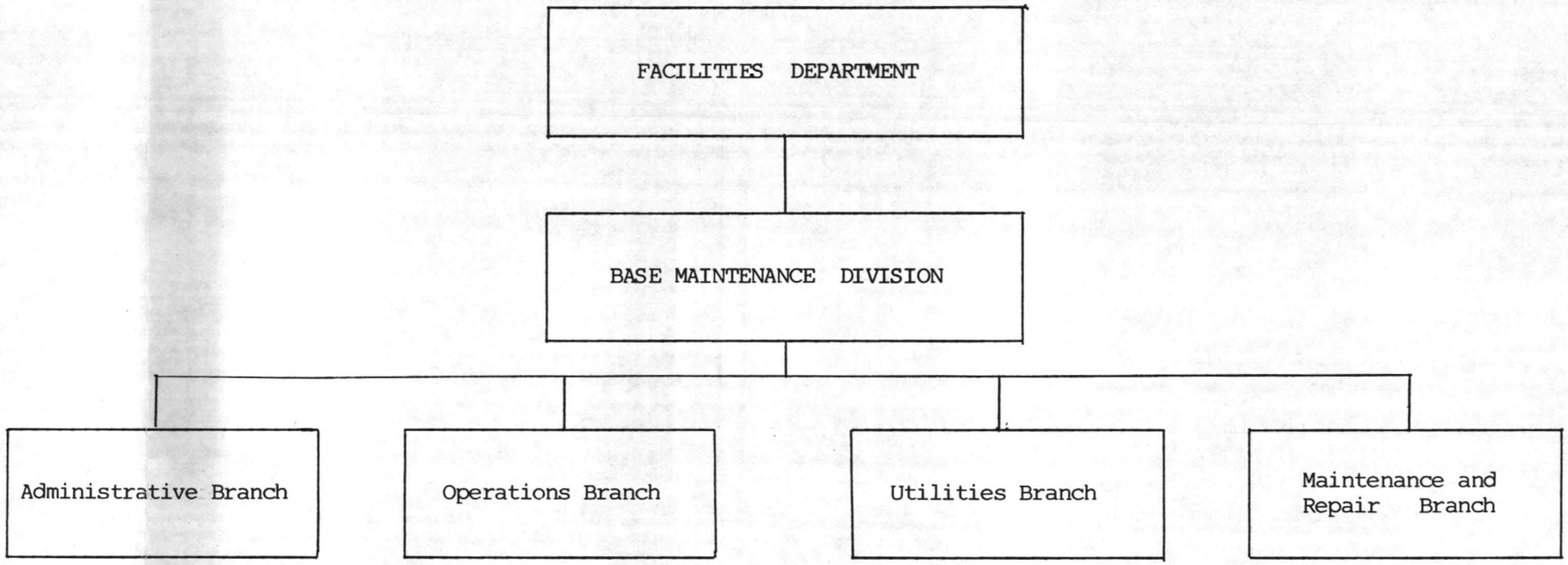
ENCLOSURE (2)

7. Recommendation: In consideration of the foregoing, it is recommended that the present classification, Boiler Plant Operator (Leader), WG-5402-12, be sustained.

DURREL T. BROWN

ENCLOSURE (2)

ORGANIZATIONAL CHART FOR UTILITIES DIVISION



ENCLOSURE (3)

ORGANIZATIONAL CHART FOR UTILITIES DIVISION

855 UTILITIES BRANCH

856	Supv Gen Engineer	GS-12	1
857	Utilities Gen Foreman	WS-16	1
857A	Production Controller	GS-07	1
858	Secretary (Typing)	GS-05	1
859	Chemist	GS-09	1
		Total	5

860 STEAM GENERATION SECTION

861	Boiler Plt Oper Gen Farm	WS-14	1
862	Clerk Typist	GS-03	1
		Total	2

862B Plant Maintenance Unit

862C	Boiler Plt Eq Mech Frmn	WS-10	1
862D	Instrument Mechanic	WG-11	4
862E	Boiler Plt Equip Mech	WG-10	7
862F	Maintenance Mechanic	WG-10	1
862G	Insulator	WG-10	1
		Total	14

863 Plant Operations Unit

864	Boiler Plant Oper Foreman	WS-12	1
867	Coal Handling Equip Oper	WG-06	3
		Total	4

868 Central Plant Operations Sub-unit

869	Boiler Plt Operator (Ldr)	WG-12	6
870	Boiler Plant Operator	WG-11	2
871	Boiler Plant Operator	WG-07	8
872	Boiler Tender	WG-06	5
873	Boiler Plt Oper Helper	WG-05	6
		Total	27

874 Outlying Plant Operations Sub-unit

876	Boiler Plant Operator	WG-10	12
877	Boiler Plant Operator	WG-09	18
		Total	30

878 WATER/SEWAGE TREATMENT SECTION

879	Util Systems Plt Gen Frmn	WS-13	1
880	Clerk Typist	GS-03	1
		Total	2

881 Water Treatment Unit

882	Water Trmt Plt Oper Frmn	WS-10	1
883	Water Trmt Plt Oper Ldr	WL-09	6
884	Water Trmt Plt Operator	WG-09	24
886	Industrial Equip Mechanic	WG-10	2
886A	Instrument Mechanic	WG-10	1
887	Equipment Repairer	WG-08	2
888	Water Trmt Plt Operator	WG-07	5
889	Water Trmt Plt Oper Hlpr	WG-05	2
		Total	43

890 Sewage Treatment Unit

891	Sewage Trmt Plt Oper Frmn	WS-10	1
892	Sewage Trmt Plt Oper Ldr	WL-09	6
893	Sewage Trmt Plt Optr	WG-09	6
894	Sewage Trmt Plt Optr	WG-08	27
895	Sewage Trmt Plt Optr Hlpr	WG-05	2
896	Industrial Equip Mech	WG-10	2
896A	Instrument Mechanic	WG-10	1
897	Welder	WG-10	1
		Total	46

898 COLD STORAGE SECTION

899	A/C Equip Mech Foreman	WS-09	1
900	A/C Equip Operator	WG-10	4
901	A/C Equip Mechanic	WG-10	1
		Total	6

926 UTILITIES MONITORING SECTION

927	General Engineer	GS-1	
928	Computer Programmer	GS-0	
929	Computer Operator	GS-0	
930	Electronics Mechanic	WG-1	
930A	Electronics Worker	WG-0	
		Tot	

* Appellants' position

**Relief Operators work both in central and outlying plant operations sub-units as needed.

ENCLOSURE (3)

Functional Statement for Utilities

The Utilities Division is responsible for the efficient operation and operator's maintenance of the activity's utilities systems. This responsibility includes the operation of nonautomated plants, periodic inspection of automated plants and distribution systems, maintaining and evaluating operational records, evaluating performance reports, coordinating the scheduling of maintenance and overhaul work, ensuring sufficient supplies of fuels and materials, managing the utilities conservation program, establishing and maintaining utilities targets, furnishing of quantity data for budgeting and accounting and the planning for future utilities support requirements. Utilities plant supervisors and operators operate and maintain their plant equipment properly, efficiently and safely in accordance with established proficiency standards.

ENCLOSURE (4)

4E

0104 942 4240

NAVSO 12510/7 (REV. 10-67)
(See Instructions on Reverse)

☐ PD ☒ JD NO. 50-75-1

POSITION OR JOB TITLE	SCHED. OR SERV.	SERIES	GRADE/ PAY LEVEL /FORMULA	CLASSI-FIERS INITIALS	CLASSIFICATION OR RATING OFFICIAL (Signature, Title and Date)
1. THIRD ACTION					
2. SECOND ACTION					
3. FIRST ACTION Boiler Plant Operator Foreman	WS	5412	9	M	W.R. Martin 2/5/76 W. R. MARTIN By direction
4. RECOMMENDED				5. NAME OF EMPLOYEE	

POSITION OR JOB LOCATION

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

12. EMPLOYEES NOW PERFORMING DUTIES (*Ungraded jobs only*)

(No.:)	(Title:)	(No.:)	(Title:)
			FLSA: Exempt ✓ Nonexempt Unit Status 8888 ~~NS~~

CFI None
1
None

REASON FOR SUBMISSION

☐ 13. DUTIES AND RESPONSIBILITIES NOT ELSEWHERE DESCRIBED - COMPLETE DESCRIPTION ATTACHED.

	POS. OR JOB #	CLASS. OR RATING
14. ATTACHED AMENDMENT NO. 1 TO-	JD No. 50-75	Boiler Plant Operator Foreman, WS-5402-9
15. IDENTICAL TO-		
16. ATTACHED STATEMENT OF DIFFERENCE TO-		
17. REPLACES-		

18. OTHER (*Specify*)
TMR 7512 line 497 Non-exempt

CERTIFICATIONS:

The description of the duties and responsibilities of this position or job is complete and accurate.

	DATE
19. SIGNATURE (*Employee*)	
20. SIGNATURE AND TITLE (*Immediate supervisor*) (*Position No., Classification or Rank*)	
21. SIGNATURE AND TITLE (*Person authorized to establish position or job*)	

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 msleading statements may constitute violations of such statutes or their implementing regulations.

Robert L Wellington 1-30-76
(Signature & Date - Imediate Supervisor)

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

ification of this position may be appealed by the incumbent at any time. Appeals from classification ac-ch result in demotion or reduction in compensation must be timely in order for retroactivity to apply. Ask 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 classify determined appropriate 3/23/79 7/14/80 3/18/80 2/5/80 Cancelled per AMR 10/21/85

G

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.

ENCLOSURE 5

POSITION OR JOB DESCRIPTION

NAVSO 12510/7 (REV. 10-67)
(See Instructions on Reverse)

0104 942 4340

☐ PO ☒ JD NO. 50-75

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	5402	9	M	W.R. Martin 9/23/75 W. R. MARTIN By direction
4. RECOMMENDED					5. NAME OF EMPLOYEE

POSITION OR JOB LOCATION

6. ACTIVITY - NAME AND LOCATION: Marine Corps Base, Camp Lejeune, NC

7. ORGANIZATIONAL SUBDIVISIONS (1st): Base Maintenance Department

8. (2nd): Utilities Division

9. (3rd): Steam Generation Branch

10. (4th):

11. ORGANIZATIONAL TITLE OF POSITION OR JOB (If any):

12. EMPLOYEES NOW PERFORMING DUTIES (Ungraded jobs only)

(No.:)	(Title:)	(No.:)	(Title:)

REASON FOR SUBMISSION

☐ 13. DUTIES AND RESPONSIBILITIES NOT ELSEWHERE DESCRIBED - COMPLETE DESCRIPTION ATTACHED.

ATTACHED AMENDMENT NO.	POS. OR JOB #	CLASS. OR RATING
_____ TO-		
15. IDENTICAL TO-		
16. ATTACHED STATEMENT OF DIFFERENCE TO-		
17. REPLACES-	JD No. 110-70	Boiler Plant Operator Leader, WL-5402-11

18. OTHER (Specify) 10/1/75 FPM-ST-7 Promotion - TMR 7562 eff 10 July 74 Ins# 493

CERTIFICATIONS:

The description of the duties and responsibilities of this position or job is complete and accurate.

19. SIGNATURE (Employee) — DATE

20. SIGNATURE AND TITLE (Immediate supervisor) — DATE

(Position No., Classification or Rank)

21. SIGNATURE AND TITLE (Person authorized to establish position or job) — DATE

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.

Calvin L Rutherington 7-18-75 — (Signature & Date - Immediate Supervisor)

[illegible] 7-18-75 — (Signature & Date - Department Head)

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

ENCLOSURE (5)

23. CLASSIFICATION OR RATING RECERTIFICATION:

FOR INITIATING OFFICE ACTION — OFFICIAL CLASSIFICATION OR RATING

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. Incombent 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.

ENCLOSURE 5

Recd 5/1/86

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542-5001

IN REPLY REFER TO:
12511
CPD
29 Apr 86

From: Commanding General, Marine Corps Base, Camp Lejeune
To: Director, Southeast Region, Office of Civilian Personnel Management, Building A-67, Naval Station, Norfolk VA 23511

Subj: JOB GRADING APPEAL OF BOILER PLANT OPERATOR (LEADERS), STEAM GENERATION SECTION, UTILITIES BRANCH, CAMP LEJEUNE, NORTH CAROLINA

Ref: Telecon with Mr. Ed Voliva of 24 Apr 86

Encl: (1) Job Description for Boiler Plant Operator Foreman, WS-5402-12, JD# 33-85
(2) Job Description for Boiler Plant Operator, WG-5402-11, JD# 71-80
(3) Job Description for Boiler Plant Operator, WG-5402-10, JD# 55-80

1. The additional information requested in the reference is provided as enclosures (1) through (3). Enclosure (1) is a copy of the current job description for the supervisor of the appellants. Enclosure (2) is a copy of the current job description for the two relief operators classified as Boiler Plant Operators, WG-11. Enclosure (3) is a copy of the current job description for the Boiler Plant Operators, WG-10.

2. The two employees performing the duties covered by enclosure (2) are relief operators and at any given time may work for any of the six appellants. These jobs work at any of the boiler plants to cover unexpected absences of assigned operators. The operators normally assigned these plants are classified at the WG-9 or 10 level. In addition, the two employees on occasion are required to operate the Central Heating Plant due to the unexpected absence of one of the appellants. The normal grade for operating this plant is WG-11. When the incumbents of this job are not required to operate at one of the outlying plants, they may be assigned to operate the Central Heating Plant, enabling the appellants to visit the job sites of other operators on the shift.

3. Enclosure (3) covers the WG-10 employees normally assigned to each shift lead by the appellants. These employees operate plants with a generating capacity of 100,000 and 120,000 pounds of steam per hour. Two of these employees are assigned each shift lead by the appellants.

4. The number of employees required to man a shift in the unit is 10; however, at a given time it could be as high as 12 due to the fluctuations in leave schedules, use of sick leave, etc. The six appellants are assigned duties that require 4.2 man years to accomplish. Therefore, there are times when two of the appellants are assigned the same shift. When this occurs one of the appellants does not function in a leader capacity but performs special

Subj: JOB GRADING APPEAL OF BOILER PLANT OPERATOR (LEADERS), STEAM GENERATION SECTION, UTILITIES BRANCH, CAMP LEJEUNE, NORTH CAROLINA

projects as assigned by the supervisor or acts as a relief operator at any of the manned plants.

5. If additional information is required you may contact Durrel Brown of the Classification Staff on Autovon 484-1532 or FTS 486-1532.

HOSEA HORNE, JR.
By direction

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.: 33-85

2. Reason for Submission: [X] Redescription [ ] Reestablishment [ ] New [ ] Other
Explanation *(Show any positions replaced)*: Replaces Boiler Plant Operator Foreman, WS-5402-12 #25-80

3. Service: [ ] Dept'l [X] Field

4. Employing Office Location: Camp Lejeune

5. Duty Station:

6. CSC Certification No.:

7. Fair Labor Standards Act: [X] Exempt [ ] Nonexempt

8. Employment/Financial Stmt Required: [ ] Yes [ ] No

9. Subject to IA Action: [ ] Yes [ ] No

10. Position Status: [X] Competitive [ ] Excepted *(Specify)*

11. Position is: [X] Suprvsry [ ] Managerial [ ] Neither

12. Sensitivity: [ ] Critical [ ] Noncritical [X] Nonsensitive

13. Competitive Level Code:

14. Agency Use:

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Boiler Plant Operator Foreman	WS	5402	12	[illegible]	2/7/85
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee *(if vacancy, specify)*: P. Hmon Meadows

18. Department, Agency, or Establishment: Marine Corps Base, Camp Lejeune, NC

a. First Subdivision: Facilities Department

b. Second Subdivision: Base Maintenance Division

c. Third Subdivision: Utilities Branch

d. Fourth Subdivision: Steam Generation Section

e. Fifth Subdivision:

Employee Review *This is an accurate description of the major duties and responsibilities of my position*

Signature of Employee *(optional)*:

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: K. SHEPARD, Boiler Plt Gen Foreman

Signature: K R Shepard — Date: 1-31-85

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*: R. E. SCALES, Director, Admin Branch

Signature: R E Scales — Date: 1-31-85

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 Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action:
OLIVE S. DOWNING
Classification Superintendent

Signature: Olive S. Downing — Date: 2/7/85

22. Standards Used in Classifying/Grading Position

FLSA: Exempt * ✓ — CFI —
Nonexempt — SPC 1
Unit Status 8888 — BOC —

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 Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier	[illegible]	3-13-85								

24. Remarks: * FPM Bul 551-16 & -17 applied 11/13/85. gad

ENCLOSURE (1)

Description of Major Duties and Responsibilities *(see attached)*

9008-106

Optional Form 8 (Revised 8-77)
U.S. Civil Service Commission, FPM Chap. 295

I. Introduction. This position is located in the Steam Generation Section, Utilities Branch, Base Maintenance Division. The primary purpose of the position is to serve as the Lead Boiler Plant Operator with the responsibility of the smooth operation of the assigned shift and to operate steam plants as assigned. These steam plants range in capacity of 10,000 to 500,000 pounds of steam per hour, with pressures ranging from 50 to 150 P.S.I. Boilers are fired with coal and oil to generate steam at constant pressures for industrial processes and heating purposes. Operates equipment such as air compressors, chemical feed pumps, draft fans, and other equipment used in the operation of a heating plant. Check operation of equipment by observing and making necessary adjustments and assists in maintenance and repair on above equipment.

II. Major Duties.

A. Leads from 11 to 14 Boiler Plant Operators, Coal Handling Equipment Operators, and other lower level personnel by passing on instructions received from supervisor. Incumbent transfers other operators or calls in relief operators to cover unexpected absences on shift and assigns immediate tasks to be performed by operators. Incumbent obtains needed information on decisions from supervisor on problems that occur during shifts. Maintains a current knowledge of steam boilers and equipment, and answers questions of other workers on procedures, policies, written instructions and other directives. Incumbent assures that other operators are kept busy. This will be accomplished by checking with operators by phone during the shift, and near the end of the shift to insure supervisor's instructions on work sequences, procedures, methods and deadlines have been met. Incumbent advises operators to follow instructions received from supervisors and to meet deadlines. Reports to supervisors on status and progress of operators, cause of work delays, and answers questions of supervisors on overall shift operations and problems. Incumbent notifies supervisory personnel about operational problems during shift concerning areas that need the supervisor's immediate attention. Incumbent keeps time cards and log of incidents and other records during assigned shift.

B. For efficient operation, incumbent lights off and shuts down boilers. Analyzes operating conditions as shown by indicating and recording meters and gauges, reflecting load changes, steam temperatures and pressure, flow of fuel, steam and air, and other controls. Adjusts equipment for efficient operation, including alarm devices, automatic electrical and pneumatic combustion controls, magnetic valves, programming controls, firetron cells, smoke indicators, air safety switches, protective relays, air compressors, feedwater deaerators and heaters, fuel heaters, internal chemical injection equipment, stop valves, forced and induced draft fans, fuel and steam pressure control, relief valves, feedwater regulators and pumps. All the controls operate in conjunction with the other and requires the operator to make adjustments for a safe and efficient operation. The incumbent checks plant efficiency, maintains operational log and computes data for boiler log sheets; inspects safety valves and automatic safety devices for flame extinction, automatic ignition, low water cut off and high pressure cut out. Must locate source of trouble when visual inspection of meters and other controls indicate malfunctioning equipment or dangerous conditions. Switches to manual controls if automatic controls fail and follows standard emergency procedures until trouble can be corrected. Removes boiler or auxiliary from the line if malfunctions cannot be corrected during operation. Analyzes feedwater in make-up and boiler water, using standard chemical

tests. Operates feedwater conditioning and treatment equipment to remove impurities, controls chemical concentration in boiler and removes entrapped gases. Must be able to make minor adjustments to firing equipment and also assist Boiler Equipment Mechanic in repair of boilers, auxiliaries, and all related equipment.

III. Skill and Knowledge. Must have the ability to lead other operators and have a thorough knowledge of the location, purpose and operating techniques of all steam plants, boiler and auxiliary equipment. Incumbent must have the ability to interpret and evaluate operating conditions of steam generating equipment from gauges, graphs, charts and dials. Must have a working knowledge of electronic equipment and controls, and be able to solve problems of operation by own methods. In case of emergencies in boiler operating procedures, incumbent must have the knowledge and skill to immediately make changes in control systems; close valves, start auxiliary pumps, change or shut down boilers, and take all safety precautionary measures necessary to prevent damage to boilers and injury to plant personnel.

IV. Responsibility. Instructions are normally received from the Boiler Plant Operator Foreman or General Foreman, and may be either oral or written. Incumbent will be working without direct supervision the majority of the time, operating and directing lower grade Boiler Plant Operators in fueling, firing, steaming, cleaning boilers, and use of boiler auxiliaries. Must assume responsibility to take immediate and appropriate action that would affect the safety of plant and personnel without direct supervision. Must be able to make on the spot decisions during critical situations and use good judgement as problems arise by either taking corrective action or recalling supervisory personnel during extreme emergencies. Incumbent will be working the majority of the time at Building 1700, and be in contact with the other manned plants by telephone. Must have a valid state motor vehicle operator's license and qualify for a government motor vehicle operator's permit.

V. Physical Effort. Incumbent must have good vision to observe water level in gauge glasses from a distance. Must be physically able to carry 100 pounds for short distances. Climb ladders or rigid steps to heights of 125 feet for purposes of opening valves, cleaning tops of boilers, motors, and machinery. Stoops, climbs, kneels, sits, and does strained and awkward work for short periods of time. Must have good hearing and be able to distinguish colors.

VI. Working Conditions. Work is performed inside 90% of the time. Works in excessive hot climatic conditions, excessive noise and vibrations from machinery. Will work rotating shifts, nights, weekends, and holidays. Rotates between steam plants which are located in remote areas throughout the Camp Lejeune complex. Incumbent must have own means of transportation. Exposed to possibility of burns, bruises, cuts, electrical conductors, dust, moisture, and hot and cold pipes. Normal hazards are conveyors, drive belts, motors, and boilers.

ENCLOSURE (1)

PERFORMANCE STD ATTACHED

CE

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No. 71-80

2. Reason for Submission: [X] Redescription [ ] Reestablishment [ ] New [ ] Other

Explanation *(Show any positions replaced)*: Replaces Boiler Plant Operator WG-5402-11 PD 50-77

3. Service: [ ] Dept'l [X] Field

4. Employing Office Location: Camp Lejeune, N.C.

5. Duty Station:

6. CSC Certification No.:

7. Fair Labor Standards Act: [ ] Exempt [ ] Nonexempt

8. Employment/Financial Stmt Required: [ ] Yes [ ] No

9. Subject to IA Action: [ ] Yes [ ] No

10. Position Status: [X] Competitive [ ] Excepted *(Specify)*

11. Position is: [ ] Suprvsry [ ] Managerial [X] Neither

12. Sensitivity: [ ] Critical [ ] Noncritical [ ] Nonsensitive

13. Competitive Level Code:

14. Agency Use:

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Boiler Plant Operator	WG	5402	11	DB	DEC 1 0 1980
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee *(if vacancy, specify)*:

18. Department, Agency, or Establishment: Marine Corps Base, Camp Lejeune, N.C.

a. First Subdivision: Base Maintenance Department

b. Second Subdivision: Utilities Division

c. Third Subdivision: Steam Generation Branch

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: K. SHEPARD Boiler Plant Operator Foreman

Signature: Kenneth R. Shepard — Date: 10-30-80

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*: B. W. ELSTON Maintenance Manager

Signature: B W Elston — Date: 11/4/80

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 Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action: OLIVE S. DOWNING, Acting Classification Supt.

Signature: Olive S. Downing — Date: DEC 1 0

22. Standards Used in Classifying/Grading Position

FLSA: Exempt ____ Nonexempt ✓ *

Unit Status ~~BCTA~~ ~~UC~~ 0010

CFI ____ SPC C BOC ____

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 Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks: SECNAVINST 12510.7A: Position reviewed + class. determined proper. 9/11/81 [illegible]

* IPM Bul 551-16 + -17 applied 11/13/85. [illegible]

ENCLOSURE (2)

Description of Major Duties and Responsibilities *(see attached)*

I. Introduction. This position is located in the Steam Generation Branch, Utilities Division, Base Maintenance Department. The purpose for the job is to control the operation of boilers operated at pressures of 150 P.S.I., with plant operating capacities of 500,000 pounds of steam per hour. Boilers are fired with coal and oil to generate steam at constant pressures for industrial processes and heating purposes. Operates equipment such as electrostatic precipitators, air compressors, chemical feed pumps, draft fans, and other equipment used in the operation of a heating plant. Checks operation of equipment by observing and making necessary adjustments, and assists in maintenance and repair on above equipment.

II. Major Duties. Lights off and shuts down boilers and precipitators for safe and efficient operation. Analyzes operating conditions as shown by indicating and recording meters and gauges affected by load changes, steam pressures, oil pressure and temperatures, fuel flow, air flow, and other controls. Checks and makes minor adjustments to equipment for safe and efficient operation, including alarm devices, automatic, electrical and pneumatic combustion controls, magnetic valves, programming controls, firetron cells, smoke indicator, air safety switches, protective relays, air compressors, feedwater deareators and heaters, fuel oil heaters, internal chemical injection equipment, stop valves, forced and I. D. fans, fuel and steam pressure controls, relief valves, feedwater regulators and pumps. All the controls operate in conjunction with the other and requires the operator to make adjustments for a safe and efficient operation. The incumbent checks plant efficiency, maintains operational log and computes data for boiler log sheets, inspects safety valves and automatic safety devices for flame extinction, automatic ignition, low water cut off and high pressure cut out. Must locate source of trouble when visual inspection of meters and other controls indicate malfunctioning equipment or dangerous conditions. Must be able to discharge the electrostatic precipitators when conditions within the boiler exist that could cause damage to the precipitator. Switches to manual controls if automatic controls fail and follows standard emergency procedures until trouble can be corrected. Removes boilers, precipitators or auxiliary equipment from the line if malfunctions cannot be corrected during operation. Analyzes feedwater in make-up tank and boiler water, using standard chemical test. Operates feedwater conditioning and treatment equipment to remove impurities, controls chemical concentration in boilers, and removes entrapped gases. Must be able to make minor adjustments to firing equipment and also assist Boiler Equipment Mechanic in repair of boilers, precipitators, boiler auxiliaries and all related equipment.

III. Skill and Knowledge. Incumbent is normally responsible for the operation of boilers, precipitators and equipment on designated watch and must be able to evaluate operating conditions of steam generating equipment and electrostatic precipitators from gauges, graphs, charts and dials. Must have a working knowledge of electronic equipment and controls and be able to solve problems of operation by own methods. In case of emergencies in boiler operating procedures, incumbent must have the knowledge and skills to immediately make changes in control systems; close valves, start auxiliary pumps, change or

shut down boilers, secure precipitators, and take all precautionary measures necessary to prevent damage to equipment and injury to plant personnel. The incumbent must hold a valid U.S.M.C. motor vehicle operators permit.

IV. Responsibility. The incumbent normally receives instructions from Boiler Plant Operator Foreman or Boiler Plant Operator General Foreman, depending on shift. Directs lower grade Boiler Plant Operators in fueling, firing, steaming, cleaning boilers, use of boiler auxiliaries, and the operation of electrostatic precipitators. Must assume responsibility to take immediate and appropriate action that would affect the safety of plant and personnel without direct supervision from shift supervisor. Incumbent works approximately 80% of the time on nights, weekends, and holidays, on a rotating shift at Building 1700, and occasionally works at smaller capacity plants. Incumbent pulls leave for WS-9 Shift Foreman when designated. Must have means of getting to work at the different plants on the different shifts. Location and capacity of heating plant that continuously requires a Boiler Plant Operator, WG-11 is: Building 1700 (5 boilers) capacity 500,000 pounds per hour.

V. Physical Effort. Incumbent must have good vision to observe water level in gauge glasses from a distance. Must be physically able to carry 100 pounds for short distances. Climb ladders or rigid steps to heights of 130 feet for purposes of opening valves, cleaning tops of boilers, checking electrostatic precipitators, motors and machinery. Stoops, climbs, kneels, sits and does strenuous and awkward work for short periods of time. Must have good hearing and be able to distinguish colors.

VI. Working Conditions. Work is performed inside 90% of the time. Works in excessive hot climatic conditions, excessive noise, and vibrations from machinery. Will work rotating shifts, nights, weekends, and holidays, may be required to work steam plants which are located in remote areas throughout the Camp Lejeune complex. Incumbent must have means of transportation. Exposed to possibility of burns, bruises, cuts from electrical conductors, high voltage DC electrical current, arcing DC and static voltage, dust, moisture, and hot and cold pipes. Normal hazards are conveyors, drive belts, motors, boilers and precipitators.

DEPARTMENT OF THE NAVY PERFORMANCE APPRAISAL
NAVSO 12430/9 (11-80) S/N 0104-LF-924-3045

JD 71-80

SHEET 1 of 1

NOTE: 1. Read special instructions before completing this form.
2. Remove instruction sheet before distribution.

Distribution: (a) Civilian Personnel

WG-5402-11

EMPLOYEE NAME (last, first, middle initial)	OFFICIAL POSITION TITLE BOILER PLANT OPERATOR
ORGANIZATION TITLE AND CODE UTILITIES BRANCH BASE MAINTENANCE DIVISION	DUTY STATION AND ADDRESS

NUMBER	COLUMN A PERFORMANCE ELEMENT *(List performance elements below. Designate critical elements by entering "C" in the bracket below element no.)*	COLUMN B PERFORMANCE STANDARDS *(Indicate level, i.e., marginal, highly satisfactory, etc.)*
C	Operates assigned steam generating plant.	Highly Satisfactory: Operates steam plant in a manner that insures operating procedures meet designed plant efficiency with 2-3 operational discrepancies during a rating period. Exceptions are granted for equipment failures that are not the fault of the operator.
		Marginal Standard: Operates steam plant in a manner that insures operating procedures meet designed plant efficiency with 6-7 operational discrepancies during a rating period. Exceptions are granted for equipment failures that are not the fault of the operator.
	Performs Laboratory Analyses.	Highly Satisfactory: Collects, performs, and records assorted chemical analyses of softener, boiler and condensate water insuring that chemical analyses are correct and within established limits. Tests are run correctly and chemicals are kept within prescribed limits with 1 variance in 20 shifts.
		Marginal Standard: Collects, performs and records assorted chemical analyses of softener boiler and condensate water insuring that chemical analyses are correct and within established limits. Tests are run correctly and chemicals are kept within prescribed limits with 4 variances in 20 shifts.

* Continue on Reverse

ARTMENT OF THE NAVY PERFORMANCE APPRAISAL
NAVPD 12430/9 (11-80) *Back*

EL ME N	COLUMN A PERFORMANCE ELEMENT	COLUMN B PERFORMANCE STANDARDS
5. [C]	Assists in developing lower grade boiler plant operations.	Highly Satisfactory: Directs lower grade boiler plant operators in the correct procedure of fueling, firing, steaming, use of auxiliaries and cleaning of boilers while maintaining 95-97% of designed plant efficiency. Marginal Standard: Directs lower grade boiler plant operators in the correct procedures of fueling, firing, steaming, use of auxiliaries and cleaning of boilers while maintaining 90-92% of designed plant efficiency.
6. [ ]		
7. [ ]		

RAT PERIOD

TO:

CERTIFICATION: *Your signature indicates that a particular step has been completed and understood. Date your signature.*

APPRAISAL STAGES	EMPLOYEE		SUPERVISOR	
	SIGNATURE	DATE	SIGNATURE	
ELEMENTS/STANDARDS SET				
PROGRESS REVIEW(S)				
ANNUAL PERFORMANCE APPRAISAL				

NAVY CONVERSION TO NCPDS
PRIMARY BLOCK CAPTURE FORMAT

NACMIS SITE
DATE ISSUED: 1 Feb 84

JD# 71-80
10 Dec 1980

JOB EVALUATION STATEMENT

I. Introduction: This job, located in the Steam Generation Unit, Utilities Branch, Base Maintenance, is responsible for the operation of one or more high pressure boilers requiring continuous attention. The primary assignment of employees covered by this description is the operation of boilers at the Central Heating Plant. This plant has a generating capacity of 500,000 pounds per hour.

II. Series and Title: Firing or operation of one or more automatic or hand-fired, high or low pressure boilers to produce steam or hot water to provide heat for buildings and for use of the operations of institutional facilities and equipment is covered by the Boiler Plant Operator Series, WG-5402. The authorized title for jobs in plants requiring continuous operator attention is Boiler Plant Operator.

III. Grade: The job description indicates that employees covered by this job description will primarily operate boiler plant with generation capacity of 500,000 pounds per hour, the primary assignment being at the Central Heating Plant. For a portion of the time some of the employees will operate plants of less than 500,000 generating capacity. At all times employees covered by this description will be selected to act as reliefs at the three largest and more complex plants, i.e., Camp Geiger, MCAS(H) and Central Heating Plants. The employees covered by this JD are highly skilled and perform all plant operations and preventive maintenance tasks without reference to the immediate supervisor. Though a supervisor is on-board during each shift, he is normally not available in the plant for advice and/or assistance. Most of the supervisor's time is spent traveling from plant to plant or troubleshooting at a plant not requiring continuous attention. By reference to the Job Grading Standard for the WG-5402 Series, the generating capacity for the Central Heating Plant of 500,000 pounds per hour is considered to "Substantially" exceed the criteria for WG-10, i.e., 100,000 or more pounds per hour. With reference to the Navy's Supplementary Job Grading Standard for Boiler Plant Operator, WG-5402, this job equates to the WG-11 level (500,000 pounds per hour).

IV. Classification: Boiler Plant Operator, WG-5402-11.

DURREL T. BROWN

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No. 55-80

2. Reason for Submission: [ ] Redescription [ ] Reestablishment [X] New [ ] Other
Explanation *(Show any positions replaced)*

3. Service: [ ] Dept'l [ ] Field

4. Employing Office Location: Camp Lejeune, N.C.

5. Duty Station

6. CSC Certification No.

7. Fair Labor Standards Act: [ ] Exempt [X] Nonexempt

8. Employment/Financial Stmt Required: [ ] Yes [ ] No

9. Subject to IA Action: [ ] Yes [ ] No

10. Position Status: [X] Competitive [ ] Excepted *(Specify)*

11. Position is: [ ] Suprvsry [ ] Managerial [X] Neither

12. Sensitivity: [ ] Critical [ ] Noncritical [ ] Nonsensitive

13. Competitive Level Code

14. Agency Use

Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Boiler Plant Operator	WG	5402	10	NB	DEC 0 4 1980
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee *(if vacancy, specify)*

18. Department, Agency, or Establishment: Marine Corps Base, Camp Lejeune, N.C.

a. First Subdivision: Base Maintenance Department

b. Second Subdivision: Utilities Division

c. Third Subdivision: Steam Generation Branch

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.*

Typed Name and Title of Immediate Supervisor: D. L. SOUTHERLAND BoilerPltOperGenFore

Signature: D. L. Southerland — Date: 11-5-80

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*: B. W. ELSTON Maintenance Manager

Signature: B W Elston — Date: 11/6/80

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 Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action: OLIVE S. DOWNING, Acting Classification Supt.

Signature: Olive S. Downing — Date: DEC 0 4 1980

22. Standards Used in Classifying/Grading Position

FLSA: Exempt ___ Nonexempt * ✓ Unit Status ~~[illegible]~~ COIO

CFI —
SPC C
BOC —

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 Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier	osd	11/8/82	osd	8/8/83						

24. Remarks SECNAVINST 12510.1A: Position reviewed + class. determined proper. 6/26/81 osd 12/7/81 osd

*7PM Bul 551-16 + -17 applied 11/13/85. osd

ENCLOSURE (3)

25. Description of Major Duties and Responsibilities *(see attached)*

I. Introduction. This position is located in the Steam Generation Branch, Utilities Division, Base Maintenance Department. The purpose for the job is to control the operation of boilers operating at pressures of 150 P.S.I., with plant operating capacities to 120,000 pounds of steam per hour. Boilers are fired with oil to generate steam at constant pressures for industrial processes and heating purposes. Operates equipment such as air compressors, chemical feed pumps, draft fans, and other equipment used in the operation of a heating plant. Checks operation of equipment by observing and making necessary adjustments, also assists in maintenance and repair on above equipment.

II. Major Duties. Lights off and shuts down boilers for safe and efficient operation. Analyzes operation conditions as shown by indicating and recording meters and gauges affected by load changes, steam pressures, oil pressure and temperatures, fuel flow, air flow and other controls. Checks and makes minor adjustments to equipment for safe and efficient operation, including alarm devices, automatic, electrical and pneumatic combustion controls, magnetic valves, programming controls, firetron cells, smoke indicator, air safety switches, protective relays, air compressors, feedwater deareators, and heaters, fuel oil heaters, internal chemical injection equipment, stop valves, forced draft fans, fuel and steam pressure controls, relief valves, feedwater regulators and pumps. All the controls operate in conjunction with the other and require the operator to make adjustments for a safe and efficient operation. The incumbent checks plant efficiency, maintains operational log and computes data for boiler log sheets, inspects safety valves and automatic safety devices for flame extinction, automatic ignition, low water cut off and high pressure cut out. Must locate source of trouble when visual inspection of meters and other controls indicate malfunctioning equipment or dangerous conditions. Analyzes feedwater in make-up tank and boiler water, using standard chemical test. Operates feedwater conditioning and treatment equipment to remove impurities, controls chemical concentration in boilers, and removes entrapped gases. Must be able to make minor adjustments to firing equipment and also assist Boiler Equipment Mechanic in repair of boilers, boiler auxiliaries and all related equipment.

III. Skill and Knowledge. Incumbent is normally responsible for the operation of boilers and equipment on designated watch, and must be able to evaluate operating conditions of steam generating equipment from gauges, graphs, charts, and dials. Must have a working knowledge in pneumatic combustion controls and be able to solve problems of operation by own methods. In case of emergencies in boiler operating procedures, incumbent must have the knowledge and skills to immediately make changes in control systems; close valves, start auxiliary pumps, change or shut down boilers and take all precautionary measures necessary to prevent damage to equipment and injury to plant personnel. The incumbent must hold a valid U.S.M.C. motor vehicle operators permit.

IV. Responsibility. The incumbent normally receives instructions from Boiler Plant Operator Foreman or Boiler Plant Operator General Foreman, depending on shift. Directs lower grade Boiler Plant Operators in fueling, firing, steaming, cleaning boilers, safety and use of boiler auxiliaries. Must assume responsibility to take immediate and appropriate action that would affect the safety of plant and personnel without direct supervision from shift supervisor. Incumbent works approximately 80% of the time on nights, weekends and holidays, on a rotating shift at Building G-650 (3 boilers) capacity 100,000 pounds per hour; A.S.-4151 (3 boilers) capacity 120,000 pounds per hour.

V. Physical Effort. Incumbent must have good vision to observe water level in gauge glasses from a distance. Must be physically able to carry 100 pounds for short distances. Climb ladders or rigid steps to heights of 130 feet for purposes of opening valves, cleaning tops of boilers, stoops, climbs, kneels, sits and does strenuous and awkward work for short periods of time. Must have good hearing and be able to distinguish colors.

VI. Working Conditions. Work is performed inside 90% of the time. Work in excessive hot climatic conditions, excessive noise, dust, and vibrations from machinery. Will work rotating shifts, nights, weekends, and holidays. Rotates between steam plants which are located in remote areas throughout the Camp Lejeune complex. Incumbent must have means of transportation. Exposed to possibility of burns, bruises, cuts, electrical current, moisture and hot and cold pipes. Normal hazards are conveyors, drive belts, motors and boilers.

JD# 55-80
4 Dec 1980

JOB EVALUATION STATEMENT

I. Introduction: This job, located in the Steam General Branch, Utilities Division, Base Maintenance, is responsible for the operation of one or more high pressure boilers requiring continuous attention. The primary assignment of employees covered by this description is the operation of boilers at the Marine Corps Air Station (Helicopter) and Camp Geiger Plants. These two plants have generating capacity of 120,000 pounds per hour.

II. Series and Title: Firing or operation of one or more automatic or hand-fired, high or low pressure boilers to produce steam or hot water to provide heat for buildings and for use of the operations of institutional facilities and equipment is covered by the Boiler Plant Operator Series, WG-5402. The authorized title for jobs in plants requiring continuous operator attention is Boiler Plant Operator.

III. Grade: The job description indicates that employees covered by this job description will operate boiler plants with a generation capacity from 120,000 pounds per hour , the primary assignment being at Camp Geiger and MCAS(H) Plants. For a portion of the time some of the employees will operate plants of less than 100,000 generating capacity. The employees covered by this JD are highly skilled and perform all plant operations and preventive maintenance tasks without reference to a supervisor. Though a supervisor is on board during each shift, he is normally not available in the plant for advice and/or assistance. Most of the supervisor's time is spent travelling from plant to plant or troubleshooting at a plant not requiring continous attention. By reference to the Job Grading Standard for the WG-5402 Series, the generating capacity for the cited Plants of 120,000 pounds per hour meets the criteria for WG-10, i.e., 100,000 or more pounds per hour.

IV. Classification: Boiler Plant Operator, WG-5402-10.

DURREL T. BROWN

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430/9 (11-80) S/N 0104-LF-924-3045

SHEET 1 of 1

OD 5580

NOTE: 1. Read special instructions before completing this form.
2. Remove instruction sheet before distribution.

Distribution: (a) Civilian Person

116-5402-10

NAME (last, first, middle initial)	OFFICIAL POSITION TITLE
[redacted]	BOILER PLANT OPERATOR
ORGANIZATION TITLE AND CODE	**DUTY STATION AND ADDRESS**
UTILITIES BRANCH BASE MAINTENANCE DIVISION	

ELEMENT NUMBER	COLUMN A PERFORMANCE ELEMENT *(List performance elements below. Designate critical elements by entering "C" in the bracket below element no.)*	COLUMN B PERFORMANCE STANDARDS *(Indicate level, i.e., marginal, highly satisfactory, etc.)*
C	Operates assigned steam generating plant.	Highly Satisfactory: Operates steam plant in a manner that insures operating procedures meet designed plant efficiency with 2-3 operational discrepancies during a rating period. Exceptions are granted for equipment failures that are not the fault of the operator. Marginal Standards: Operates steam plant in a manner that insures operating procedures meet designed plant efficiency with 6-7 operational discrepancies during a rating period. Exceptions are granted for equipment failures that are not the fault of the operator.
C	Performs Laboratory Analyses.	Highly Satisfactory; Collects, performs, and records assorted chemical analyses of softener, boiler and condensate water insuring that chemical analyses are correct and within established limits. Tests are run correctly and chemicals are kept within prescribed limits with 1 variance in 20 shifts. Marginal Standard: Collects, performs and records assorted chemical analyses of softener boiler and condensate water insuring that chemical analyses are correct and within established limits. Test are run correctly and chemicals are kept within prescribed limits with 4 variances in 20 shifts.

→ *Continue on Reverse*

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ELEMENT NO.	COLUMN A PERFORMANCE ELEMENT	COLUMN B PERFORMANCE STANDARDS
1. [C]	ssists in developing lower grade boiler lant operations.	Highly Satisfactory; Directs lower grade boiler plant operators in the correct procedure of fueling, firing, steaming, use of auxiliaries and cleaning of boielrs while maintaining 95-97% of designed plant efficiency. Marginal Standard: Directs lower grade boiler plant operators in the correct procedures of fueling, firing, steaming, use of auxiliaries and cleaning of boilers while maintaining 90-92% of designed plant efficiency.
2. [ ]		
3. [ ]		

ATIN ERIOD FR TO:

ICATION: *Your signature indicates that a particular step has been completed and understood. Date your signature.*

APPRAISAL STAGES	EMPLOYEE SIGNATURE	EMPLOYEE DATE	SUPERVISOR SIGNATURE	
ELEMENTS/STANDARDS SET				
PROGRESS REVIEW(S)				
ANNUAL PERFORMANCE APPRAISAL				

22

39 40 41 42 43 44 45 46 47