

Position Description Format for Nonsupervisory FWS Positions (WG)

A. Introduction:

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

B. Duties

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

C. Evaluation Factors

I. Skill and Knowledge

Covers the nature and level of skill, knowledge, and mental application required in performing assigned work. Also includes how the knowledge and skills are used and the manner, frequency, and extent to which they are used.

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

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

II. Responsibility

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

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

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

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

III. Physical Effort

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

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

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

IV. Working Conditions

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

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

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

D. Other Considerations (Check if applicable)

- Supervisory Responsibilities
- Motor Vehicle or Commercial Driver's License
- Pesticide Applicators License
- Safety Officer Collateral Duties
- Radiological Protection Officer Collateral Duties
- Environmental Management Officer and Member Collateral Duties
- EEO Collateral Duties
- Drug Test
- Vaccine(s)
- Financial Disclosure
- Special Physical Requirements/Demands
- Special Agency Check (SAC) and limited background investigation for Research Leader positions
- SAC and full background investigation required for positions working with BSL-3 (or higher) agents, or in BSL-3/BSL-4 facilities.
- Other: _____

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