

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 70096	FLSA		NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSVL - Lodging Los Angeles AFB, CA
		X	EXEMPT	

3. POSITION TITLE CUSTODIAL WORKER SUPERVISOR	4. CLASSIFICATION NS-3566-07	5. CLASSIFIED BY HQ AFSVA/SVXHR	6. DATE Updated 24 Feb 12
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DUTIES AND RESPONSIBILITIES

SEE ATTACHED POSITION DESCRIPTION

QUALIFICATIONS

Experience in supervising the work of subordinate employees in accomplishing custodial, maintenance or supply work. Experience and knowledge must have been gained in a military lodging program or commercial hotel/motel housekeeping. Must be able to follow simple oral and written instructions and speak English. Must be able to use hand or lightweight powered cleaning tools or equipment. Must be physically able to frequently lift and empty wastebaskets, and occasionally lift and carry items weighing up to 20 pounds. Must be able to continuously stand, stoop, and reach for long periods of time. Employee must have a valid driver's license. Must be able to satisfactorily complete a National Agency Check with Inquiries (NACI).

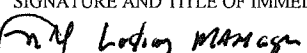
PERFORMANCE STANDARDS

Ensures proper work assignments, reviews work in progress, and evaluates employee performance. Ensures that EEO concepts are applied, and that an appropriate work environment is maintained. Ensures good safety and health practices. Actively participates in the recruitment of staff members. Maintains an effective internal control system to preclude or minimize the potential for fraud, waste, and abuse. Consistently accomplishes work in a timely manner. Consistently cleans tools and work environment. Consistently operates hand tools in a safe manner, applying established safety regulations to minimize minor violations and to avoid major violations due to employee error or negligence. Promptly informs supervisor of accidents and/or damages to supplies, equipment, or vehicles and of any observed unsafe practices and/or procedures in a timely manner according to established policies and procedures.

TRAINING

I certify that this is an accurate statement of this position and that the position is necessary to carry out nonappropriated fund functions for which I am responsible. This certification is made with the knowledge that this information is to be used for regulatory purposes relating to appointment and payment of nonappropriated funds and that false or misleading statements may constitute violations of such regulations.

SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR	DATE
<i>rd Lodging Manager</i>	<i>28 MAR-12</i>

NONAPPROPRIATED FUND (NAF) CIVILIAN POSITION DESCRIPTION		1. NUMBER OF IA'S (See 10)	2. POSITION NUMBER 70096		
3. ORGANIZATION LOCATION 61 FSS/FSVL – Lodging Los Angeles AFB, CA		4. POSITION TITLE CUSTODIAL WORKER SUPERVISOR			
		5. CLASSIFICATION NS-3566-07	6. CLASSIFIED BY HQ AFSVA/SVXHR		7. DATE Updated 24 Feb 12
8. DUTIES AND RESPONSIBILITIES <i>(Indicate time percentages, where required.) (Questions concerning the classification of your position should be asked of your supervisor. You may see, upon request, classification standards and guides used in classifying your job. Your appeal rights, and procedures, are explained in the Federal Personnel Manual Supplement 532-2, Subchapter S7, and AFR 40-7, Chapter 7).</i>					
<p>I. INTRODUCTION: The function of the organization segment is to provide housing to transient personnel, to families who are temporarily without permanent housing, furnishings for transient quarters, and linen exchange services to authorized organizations. The purpose of this position is to supervise directly or through subordinate leaders the work of subordinate custodial workers (NA-01 or 02), and maintenance workers (NA-07) in the cleaning and maintenance of transient facilities.</p> <p>II. DUTIES AND RESPONSIBILITIES:</p> <p>1. Plans the use of workers, equipment, facilities, materials and tools needed to accomplish the work for custodial workers, maintenance workers and supply technicians. Accountable to management for the quantity and quality of work performed and for ensuring efficient and economical work operations. Plans, schedules, and coordinates work operations while adhering to work priorities, project schedules, resources, and work plans established by higher-level supervisors.</p> <p>2. Assigns, directs, and reviews the work of subordinates. Observes work in progress resolving problems and making adjustments as necessary to meet schedules. Inspects completed work for quantity and quality of work performed.</p> <p>3. Explains and gains the support of subordinates for management policy, programs, and goals. Hires, promotes, motivates, disciplines, and separates subordinates. Approves or disapproves leave schedules and/or other absences from work. Supports the objectives of AF-wide programs and policies such as labor-management relations and equal employment opportunity. Advises and counsels subordinates on improving performance. Investigates grievances and complaints and assures safety and housekeeping practices are observed.</p> <p>4. May perform duties of custodial worker. Performs other related duties as assigned.</p> <p>III. CONTROLS OVER WORK: Work is assigned either written or orally from supervisor or higher-graded worker. Work is reviewed in progress and upon completion for adequacy and compliance with instructions. Supervisor is normally available for advice and guidance.</p> <p>IV. OTHER SIGNIFICANT FACTS:</p> <p>1. Skill and Knowledge: Ability to supervise subordinates in accomplishing housekeeping responsibilities. General knowledge of housekeeping principles and characteristics of a lodging function.</p> <p>2. Physical Effort: The work involves light physical effort, such as that involved in using vacuum cleaners and dry mops; running powered scrubbers and buffers; continually standing, bending, stooping, and reaching; frequently lifting and emptying wastebaskets; frequently pushing carts loaded with dirty laundry or wastepaper, and occasionally lifting and carrying items weighing up to 20 pounds. Where supervision includes NA-02 positions, moderately heavy physical effort is required which includes occasionally lifting, moving, and carrying objects weighing over 50 pounds.</p> <p>3. Working Conditions: Normally works indoors in a well-lighted and heated facility. Exposed to dirt, disagreeable odors, and possibility of minor injuries (cuts and bruises).</p>					
9. FLSA OVERTIME		10. EMPLOYMENT CATEGORIES OF IA'S			
<input checked="" type="checkbox"/>	EXEMPT	<input type="checkbox"/>	NONEXEMPT		
		REGULAR		TEMPORARY	INTERMITTENT
11. 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.		FT		FT	FT
		PT		PT	PT
		12. REAUDIT CERTIFICATION (Initials)			
SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR		DATE	SUPERVISOR		
		CLASSIFIER			

CLASSIFICATION STANDARDS USED:

Job Grading Standard for Federal Wage System Supervisors, TS-66, Dec 1992

Job Grading Standard for Custodial Worker, WG-3566, TS-2, Sep 1968

1. Background. The position is located in Lodging within the Services Squadron. The Lodging program provides transient quarters to personnel who are on temporary duty assignment or who are relocating to the installation. The primary functions of the position are to supervise directly or through subordinate leaders the work of a custodial staff, and maintenance staff involved in the cleaning and maintenance of transient lodging facilities. This is an existing position and is being re-described. The position has no known promotion potential.

2. Title and Series Determination: Custodial Worker Supervisor, NS-3566

Series Determination. The responsibilities of the position involve directing the work of a custodial staff which performs a variety of custodial duties, such as: cleaning offices, storerooms, corridors, stairways, guest lodging rooms and other areas, and for directing the work of a maintenance staff, and a supply technician. When work of more than one occupation is supervised, the occupational code of a supervisory job is the same as the code of the occupation which **best reflects the overall nature of the work operations supervised** and/or is the most important for recruitment, selection, placement, or other personnel purposes. The position is properly assigned to the custodial worker occupational series 3566 since this series covers janitorial and custodial work. The 3566 series best reflects the primary work that is custodial in nature.

Title Determination. Positions covered by *Job Grading Standard for Custodial Worker, WG-3566, TS-2, Sep 1968*, must be titled custodial worker. *Job Grading Standard for Federal Wage System Supervisors, TS-66, Dec 1992*, prescribes the use of the job title of the occupation, followed by the title of supervisor. The position is properly titled Custodial Worker Supervisor.

3. Evaluation Factors:

FACTOR I - NATURE OF SUPERVISORY RESPONSIBILITY

Work situation 2 properly describes the supervisory responsibility relative to this position. The position is responsible for supervising workers directly or through subordinate leaders in accomplishing the work of an organizational segment or group. The position is primarily responsible for planning work operations of two separate work segments, which involves a greater scope and complexity. The person is responsible for planning the use of subordinate workers, facilities, and materials on a week-to-week or month-to-month basis. They establish deadlines and priorities based on general work schedules, methods, and policies set by higher-level supervisors. They coordinate the work with supporting or related work functions controlled by other supervisors, and determine the number and types of workers needed to accomplish specific projects.

FACTOR II - LEVEL OF WORK SUPERVISED

The base level of the work supervised is NA-3566-01, 02, and 07. In determining the grade level to be credited, care must be used to make certain that the grades of the subordinate jobs really reflect the level and complexity of the work operations supervised and their effect on the difficulty and responsibility of the supervisor's job.

FACTOR III - SCOPE OF WORK OPERATIONS SUPERVISED

	Level	Points
Subfactor A. Scope of Assigned Work Function and Organization Authority: A	2	45
Subfactor B. Variety of Function: B	2	35
Subfactor C. Workforce Dispersion: C	1	5
Total: Level B		85

Subfactor A: Level A-2: Scope of operations supervised by this position is consistent with the position being classified. They have supervisory and decision authority over an organizational segment that is a distinct work area. The position adapts to variations in the workplace and makes adjustments in workload as necessary to accomplish the work.

Subfactor B: Level B-2: The incumbent supervises directly or through subordinate leaders the work of NA-3566-01 or 02 custodial workers, and NA-07 maintenance workers in the accomplishment of the custodial and maintenance work function.

Subfactor C: Level C-1: The workforce supervised is located in several Lodging facilities within the installation and is therefore appropriately matched to Level C-1. Level C-2 is not met because the work is limited to the Lodging program as opposed to work groups of varying sizes at numerous job sites with occasional work outside of the commuting area or across state lines.

4. Factor Summary. (Ref: *Job Grading Standard for Federal Wage System Supervisors*, TS-66, Dec 1992, page 22).

Work Situation 2

Base Level Work Supervised NA-01,02 or NA-07

Scope of Work Operations Supervised - Level B

5. Final Classification. The final classification is Custodial Worker Supervisor, NS-3566-07.

**FEDERAL WAGE SYSTEM
SUPERVISORY EVALUATION WORKSHEET**

Title: Custodial Worker Supervisor		Position Number: 70096	
Pay Plan, Series, Grade: NS-3566-07		Organization Location: Lodging	
EVALUATION FACTORS			
FACTOR I: NATURE OF SUPERVISORY RESPONSIBILITY	Elements:		
	Planning	2	
	Work Direction	2	
	Administration	2	Work Situation: 2
FACTOR II. LEVEL OF WORK SUPERVISED			Base Level Work: NA-01
FACTOR III. SCOPE OF WORK OPERATIONS SUPERVISED			
	<u>Subfactor</u>	Level	Points
A.	Scope of Assigned Work, Function, and Organizational Authority	2	45
B.	Variety of Function	2	35
C.	Workforce Dispersion	1	5
Total:			85
			Level: B
TENATIVE GRADE:			
ADJUSTMENT FACTORS			
Downward - The tentative grade must be adjusted one grade down when: <ul style="list-style-type: none"> The tentative grade is the same as the grade of the superior. 			YES _____ NO _____
Upward - The tentative grade must be adjusted one grade higher when: <ul style="list-style-type: none"> The job substantially exceeds the supervisory situation (Factor 1) credited in applying the grading table; and, The level of work supervised credited in Factor II is not the highest level of work performed by subordinate workers for which the supervisor has full technical accountability. 			YES _____ NO _____
OR			
<ul style="list-style-type: none"> There are special staffing requirements (as described on page 28 of the standard). 			
FINAL GRADE: NS-3566-07			

HQ AFSVA/SVXHR
SIGNATURE

APR 08
DATE