

**NONAPPROPRIATED FUND (NAF) POSITION GUIDE**

1. POSITION NUMBER  70129	FLSA	X	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSVL - Lodging Los Angeles AFB, CA
			EXEMPT	

3. POSITION TITLE  LABORER	4. CLASSIFICATION  NA-3502-01	5. CLASSIFIED BY  HQ AFSVA/SVXHR	6. DATE Updated 17 May 10
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DUTIES AND RESPONSIBILITIES

SEE ATTACHED POSITION DESCRIPTION

QUALIFICATIONS

No previous experience or training required. Must be able to follow established safety standards and procedures, and be able to follow specific oral instructions. Must be able to use hand tools and equipment such as rakes, hoes, and hand-trucks properly, and be physically able to frequently lift and carry light-to-medium objects weighing 10 to 30 pounds. May occasionally be required to lift and carry objects weighing up to 45 pounds. Must be able to actively bend, stoop, reach, and work in awkward positions. Must be able to satisfactorily complete a pre-employment physical. Must be able to satisfactorily complete a National Agency Check with Inquiries (NACI).

PERFORMANCE STANDARDS

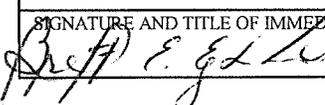
Properly selects equipment to be used for each assigned task. Promptly and safely lifts, carries, unpacks, and moves bulky items. Consistently accomplishes tasks in a timely manner following instructions provided by supervisor. Properly uses, cleans, and accounts for tools required to accomplish assigned duties. Consistently operates hand tools in a safe manner, applying established safety regulations to minimize and avoid violations due to employee error or negligence. Strictly follows safety and security instructions. 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. Consistently cleans tools and work environment as instructed. Uses and assures proper fit of required safety equipment and clothing (e.g., safety gloves, ear plugs, safety glasses, steel-toe shoes, or respirators).

TRAINING

Attends all formal in formal training as deemed necessary by the supervisor.

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  Maintenance Worker Supervisor <i>Briff E. J. L. L.</i>	DATE  12/27/2016
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<b>NONAPPROPRIATED FUND (NAF) CIVILIAN POSITION DESCRIPTION</b>			1. NUMBER OF IA'S (Sec 10)		2. POSITION NUMBER  70129	
3. ORGANIZATION LOCATION 61 FSS/FSVL - Lodging Los Angeles AFB, CA			4. POSITION TITLE <b>LABORER</b>			
			5. CLASSIFICATION NA-3502-01		6. CLASSIFIED BY HQ AFSVA/SVXHR	
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 AF-R 40-7, Chapter 7).</i>						
<p>I. INTRODUCTION: The function of the organization 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 perform simple, manual tasks for the Services Lodging program</p> <p>II. DUTIES AND RESPONSIBILITIES:</p> <p>1. Performs a variety of simple, manual tasks involving the use of simple hand tools and equipment. Lifts and carries light-to- medium weight packages, materials, and tools. Opens and unpacks cardboard cartons by hand and removes contents; lifts and carries light-to-medium weight packages, materials, tools, furniture, debris, etc., and places them where directed. Uses hand trucks and/or dollies to move bulky but relatively light loads (e.g., boxes of copier paper or other office supplies). Picks up trash and paper from grounds and working areas. Cuts grass with push lawn mower (manual); rakes leaves; spreads mulch; pulls weeds; trims and waters grass; sprays pre-mixed weed and/or insect control solutions; spreads abrasives and/or chemicals on icy surfaces; shovels snow. Washes motor vehicles; and wipes dirt or grease from hand tools. Plants minor landscape items, etc.</p> <p>2. Performs other related duties as assigned.</p> <p>III. CONTROLS OVER WORK: Supervisor assigns work by simple, oral instructions, provides specific instructions for each different task, and evaluates performance.</p> <p>IV. OTHER SIGNIFICANT FACTS:</p> <p>1. Skill and Knowledge: Workers must be able to use tools and equipment such as rake, hand-truck, brush, etc.</p> <p>2. Physical Effort: Frequently lifts and carries light-to-medium weight objects (10 to 30 lbs) and occasionally lifts objects up to 45 pounds. Continuous walking, bending, stooping, and reaching.</p> <p>3. Working Conditions: Work may be outdoors, in all kinds of weather conditions. Inside work is often accomplished in office buildings or in well-lighted, heated, and ventilated areas such as warehouses, loading docks, or lodging facilities. Frequently exposed to weather and extreme temperatures, drafts, noise, dust, and dirt. May be exposed to the possibility of bruises, muscle strains, cuts, and scrapes.</p>						
9. FLSA OVERTIME			10. EMPLOYMENT CATEGORIES OF IA'S			
EXEMPT		<input checked="" type="checkbox"/>	NONEXEMPT			
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.			REGULAR		INTERMITTENT	
			TEMPORARY			
			FT		FT	
			PT		PT	
12. REAUDIT CERTIFICATION (Initials)						
SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR			DATE			
			12/27/16			
			SUPERVISOR			
			CLASSIFIER			

CLASSIFICATION STANDARD USED: *Job Grading Standard for Laboring, WG-3502, HRCD 2, Dec 96.*

1. **Background:** This position is located in lodging within the Services squadron/division. The lodging operation provides transient quarters to personnel who are on temporary duty assignments or who are relocating to the installation. The primary function of the position is to perform a variety of manual-labor tasks associated with lodging operations.

2. **Title and Series Determination:**

Title Determination: Jobs graded using the *Job Grading Standard for Laboring, WG-3502, HRCD 2, Dec 96* are titled *Laborer*.

Series Determination:

The laboring standard covers non-supervisory work that primarily requires physical effort and ability to perform laboring duties that involve little or no specialized skill or prior work experience. The work typically involves duties such as loading and unloading trucks; moving office furniture, equipment, and supplies by hand or with various moving devices; mowing lawns, trimming shrubs and washing vehicles. This position performs a variety of simple, manual tasks involving the use of simple hand tools and equipment. They open and unpack cardboard cartons by hand and removes contents; lifts and carries light-to-medium weight packages, materials, tools, furniture, debris, etc., and places them where directed; uses hand trucks and/or dollies to move bulky but relatively light loads (e.g., boxes of copier paper or other office supplies); picks up trash and paper from grounds and working areas. They also cut grass with push lawn mower (manual); rake leaves; spread mulch; pull weeds and trim and waters grass. The position requires the incumbent to wash motor vehicles; and wipe dirt or grease from hand tools. The position is properly assigned to the laboring occupational series 3502, which covers work that primarily requires physical effort and ability to perform laboring duties.

2. **Grade Determination:**

A. **Skills and Knowledge:** NA-01 laborers have knowledge and ability to perform simple manual tasks. They have a basic understanding of cleaning, grounds maintenance, and lifting procedures. Laborers at this level have knowledge of the proper use and routine operator maintenance of hand tools and equipment. They know the location and proper storage requirements of the materials, tools, and equipment they handle. Work at this grade level requires the ability to understand common signs and read general instructions, follow oral instructions, work safely, lift and move light - to medium-weight objects. Grade 1 laborers must be able to safely use industrial cleaners (typically used in households) and basic hand and yard tools and equipment such as a rake, pitch fork, wheelbarrow, hand-pump sprayer, hand truck, shovel, push lawn mower (manual), hammer, screwdriver, wrench, and pliers.

B. **Responsibility:** NA-01 laborers receive specific instructions from a higher graded worker or supervisor. Laborers at this level have little or no opportunity to make decisions except simple choices such as selecting the most appropriate tool to accomplish a task. The supervisor frequently checks work in progress on new or unusual assignments but provides little or no supervision on routine work assignments (e.g., picking up all paper and trash around the work site three times a week). Laborers at this level are responsible to identify obvious hazards, malfunctioning equipment, damaged materials and other situations that may impact work operations and report such matters to the supervisor.

C. **Physical Effort:** NA-01 laborers perform work that requires light to moderate physical effort. Tasks typically involve frequent lifting and carrying light - to medium-weight objects of 10 to 30 pounds, frequently pushing wheel barrows of mulch or dirt and carts requiring similar effort, occasionally lifting and carrying moderately heavy objects weighing up to 45 pounds, and continually walking, bending, stooping, reaching, and standing.

D. **Working Conditions:** NA-01 laborers work inside and outside. When working outside, they are exposed to all kinds of weather conditions. Inside work is often accomplished in office buildings or in well lighted, heated, and ventilated areas such as warehouses, loading docks, or trade shops. They are frequently exposed to weather and extreme temperatures, drafts, noise, dust, and dirt. They are exposed to the possibility of bruises, muscle strains, cuts, and scrapes.

3. **Final Classification:** The final classification of the position is Laborer, NA-3502-01.