

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 70140	FLSA	<input checked="" type="checkbox"/>	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSVL – Lodging Los Angeles AFB, CA
			EXEMPT	

3. POSITION TITLE MAINTENANCE WORKER SUPERVISOR	4. CLASSIFICATION NS-4749-05	5. CLASSIFIED BY HQ AFSVA/SVXHR	6. DATE Updated 01 Mar 12
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DUTIES AND RESPONSIBILITIES

SEE ATTACHED POSITION DESCRIPTION

QUALIFICATIONS

Must have functional experience and demonstrated a mastery of facility/equipment maintenance and the ability to build teams and work with others. Must have knowledge and experience in plumbing, carpentry, and painting trades/occupations. Must have demonstrated the ability to troubleshoot and determine the need for repair and servicing of facilities, utilities, and equipment. Requires the ability to plan, schedule and direct the work operations of subordinates and a basic knowledge and skill in the use of tools of the trade. Must be able to lift, bend, and work in awkward positions both indoors and outdoors. Must be able to lift objects weighing up to 40 pounds and heavier with assistance. Must possess a valid motor vehicle operator’s license. Must successfully complete a pre-employment physical. Supervisory experience in another lodging function such as housekeeping, logistics, etc., may be substituted for maintenance experience. Must be able to satisfactorily complete a National Agency Check with Inquiries (NACI). *“This is a drug testing designated position. The incumbent is subject to random testing for drug use.”*

PERFORMANCE STANDARDS

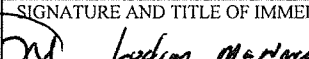
Performance is measured on the basis of results achieved, i.e., success of total operations in terms of customer satisfaction and soundness of operations. Performs supervisory duties in accordance with established policies and procedures. Actively participates in recruitment and development of staff members. Ensures that proper maintenance and/or repair of lodging facilities and grounds are accomplished in a timely manner and IAW applicable directives, policies, and procedures. Ensures that all equipment and supplies related to the upkeep of lodging is readily available. Ensures that fire, safety, and security directives are adhered to by subordinates. Carries out oral and written instructions in an acceptable manner. Communicates effectively both orally and in writing. Works in a courteous and cooperative manner with guests, co-workers, supervisors and outside agencies. Performs routine duties with little need for supervision or assistance. Implements and maintains an effective internal control system to preclude or minimize the potential for fraud, waste, and abuse. Keeps supervisors informed of progress and advises supervisors of significant developments that may impact plans, projects, or operations.

TRAINING

Attends all formal and informal training applicable to this position deemed necessary by the supervisor. Must complete the web-based training selected for this position by the AFSVA.

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 <i>nm Lodging Manager</i>	DATE <i>28 MARCH 12</i>
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NONAPPROPRIATED FUND (NAF) CIVILIAN POSITION DESCRIPTION		1. NUMBER OF IA'S (See 10)	2. POSITION NUMBER 70140		
3. ORGANIZATION LOCATION 61 FSS/FSVL – Lodging Los Angeles AFB, CA		4. POSITION TITLE MAINTENANCE WORKER SUPERVISOR			
		5. CLASSIFICATION NS-4749-05	6. CLASSIFIED BY HQ AFSVA/SVXHR	7. DATE 08 Apr 08	
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 is to provide lodging to transient personnel and their families. The purpose of this position is to provide supervision to lodging maintenance workers while performing facility maintenance, motor vehicle operations, and grounds maintenance duties for all lodging areas and to ensure accomplishment of those duties and related tasks.</p> <p>II. DUTIES AND RESPONSIBILITIES:</p> <p>1. Plans the use of workers, equipment, materials, facilities, tool, etc., on a week-to-week basis. Plans self-help projects for lodging facilities. Adheres to work priorities and work sequences. Plans work assignments IAW methods and policies set by higher-level supervisors. Tracks and reports progress on work assignments, and request authority to use overtime, if needed. Coordinates work with supporting or related work functions controlled by other supervisors. Determines number and type of workers needed to accomplish specific projects. Redirects individual workers to accomplish unanticipated work. Provides input on initial planning of current and future lodging maintenance needs.</p> <p>2. Provides technical direction and/or help in accomplishing difficult work steps and processes. Oversees work progress to meet scheduled deadlines. Inspects lodging facilities, rooms, common areas, grounds, equipment and tools to ensure proper maintenance. Repairs are accomplished and/or to identify minor plumbing and electrical discrepancies, sanitation problems or deteriorated paint surfaces. Reports any actual or potential work delays to supervisor. Investigates work related problems such as excessive costs to determine causes.</p> <p>3. Assures safety and housekeeping practices are observed. Maintains work reports and records. Performs minor construction and repair on existing structures involving standard measurements, specifications, instructions, and basic shop mathematics. Responsible for the maintenance and upkeep of equipment to make sure they are in good mechanical and safe operating condition. Performs routine inspection and minor maintenance on lodging vehicles. Uses and maintains tools and equipment. Maintains bench stock levels of parts, materials, tools, and equipment at prescribed levels. Utilizes hand and power tools such as, drills, power saws, routers, standard hand tolls, straight edge, chalk line, tapes, rules, caulking items, pipe wrenches, rollers, putty knife, etc. Implements corrective actions within authority to resolve work problems. Recommends solutions to staffing problems, work operations, etc., as appropriate to other supervisors.</p> <p>4. Supports and explains management programs to subordinates. Plans, establishes and schedules leave; sets performance standards; selects the most suitable applicants for vacancies, determines performance ratings and training need; and prepares and recommends disciplinary actions. Advises and counsels workers on how to improve their performance, and explains new work techniques. Investigates grievances and complaints; resolves them informally, notifying supervisors of those of sufficient importance or seriousness.</p> <p>5. Performs minor construction and repair on existing structures involving standard measurements, specifications, instructions, and basic shop mathematics. Installs exterior and interior trim using preplanned materials, such as baseboards, and molding. Replaces broken or missing acoustical ceiling tile, broken door and window trim, window screens, stairway steps, wooden porches, door jams, and other damaged wood components. (CONTD)</p>					
9. FLSA OVERTIME		10. EMPLOYMENT CATEGORIES OF IA'S			
EXEMPT <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/>		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		

Continuation AF Form 1065, Maintenance Mechanic Supervisor

6. Prepares wood and metal surfaces to be painted, mixes and prepares coating material, and applies coating materials. Prepares surfaces by scraping, wire brushing, masking, spackling, and sand surfacing.

7. Makes minor electrical repairs by replacing fixtures, switches, sockets, stove burners, electrical cords, bulbs, and fluorescent fixtures.

8. Responsible for the maintenance and upkeep of gasoline powered equipment to ensure equipment is in good mechanical and safe operating conditions. Performs routine maintenance such as oil change, minor adjustments, spark plug cleaning and replacement on equipment.

9. Performs routine inspection and minor maintenance on lodging vehicles to include oil changes, battery checks, condition of breaks, filling tanks with gasoline, checking fluid levels, hoses, and filters, changing fan belts, and replacing lights.

10. Drives vehicles weighing up to 10,000 pounds to various locations both on and off base.

11. Uses and maintains tools and equipment. Maintains bench stock levels of parts, materials, tools, and equipment at prescribed levels. Utilizes hand and power tools such as, drills, power saws, routers, standard hand tools, straight edge, chalk line, tapes, rules, caulking irons, pipe wrenches, roller, putty knives, and paint brushes.

12. Performs other related duties.

III. CONTROLS OVER WORK: Work is assigned either written, orally, or through written work schedule from supervisor who provides only general instructions on work to be accomplished. Guidelines include maintenance manuals and AFIs, and local directives pertaining to SVS and Lodging functions. Work is reviewed upon completion for customer satisfaction and adherence to trade practices and program goals/directives.

IV. OTHER SIGNIFICANT FACTS:

1. Skill and Knowledge: Must have responsible supervisory experience with the demonstrated ability to supervise three or more workers performing maintenance work. Must have working knowledge of woodworking techniques and basic shop mathematics to plan, layout, measure, cut, construct, and install materials according to dimensional requirements and specifications where fit and accuracy are within specified tolerances. Must have knowledge of plumbing methods and techniques including knowledge of flow and drainage. Skill to operate and maintain hand and power tools and equipment. Knowledge of safety regulations and procedures.

2. Physical Effort: The work requires considerable bending, standing, kneeling, climbing, and stooping. On site work requires physical exertion when handling heavy and bulky materials. Work typically requires climbing ladders. Frequently carries and lifts materials and equipment weighing up 40 pounds unassisted, and occasionally lifts or moves heavier items with the assistance of lifting devices or other workers.

3. Working Conditions: The work is performed inside and outside, and is usually dirty, dusty, and greasy, with spray and fumes usually present. Incumbent is exposed to moderate to high noise levels from operating machinery, sawdust in the air, glue, fumes, and hazards associated with woodworking and related power equipment. May be exposed to electrical shocks, chemical burns, toxic fumes and burns from electrical equipment or hot water/steam. Government provided uniforms will be worn within guidelines set by the Lodging Manager.

4. May be required to work overtime, holidays, or an uncommon tour of duty.

CLASSIFICATION STANDARDS USED:

Job Grading Standard for Federal Wage System Supervisors, TS-66, Dec 1992
Job Grading Standard for Maintenance Mechanic, WG-4749, TS-30, May 1974

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 purpose of this position is to provide supervision to lodging maintenance workers while performing facility maintenance, motor vehicle operations, and grounds maintenance duties for all lodging areas and to ensure accomplishment of those duties and related tasks

2. **Title and Series Determination:** Maintenance Worker Supervisor, NS-4749

Series Determination: The responsibilities of the position involve directing the work of a maintenance staff which performs a variety of maintenance work involved in the maintenance and repair of grounds, exterior structures, buildings, and related fixtures and utilities, requiring the use of a variety of trade practices associated with occupations such as carpentry, masonry, plumbing, electrical, air conditioning, cement work, painting, and other related trades. The position is properly assigned to the maintenance worker occupational series 4749.

Title Determination: Positions covered by *Job Grading Standard for Maintenance Mechanic*, WG-4749, TS-30, May 1974, at the grade 8 level and below must be titled maintenance 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 Maintenance Worker Supervisor.

3. **Evaluation Factors:**

FACTOR I - NATURE OF SUPERVISORY RESPONSIBILITY

Work situation 1 properly describes the supervisory responsibility relative to this position. The work methods and priorities for accomplishing the work have been established by higher levels of management. The supervisor observes the work in progress to determine quality of work performed and to assess the need for reassignment of personnel.

The supervisory responsibility of the position does not meet work situation 2, which describes planning work operations of greater scope and complexity, determining the sequence, priority, and time for the performance of particular operation. All or nearly all of the work methods and procedures of the position being classified have been pre-established alleviating the need to plan sequence or timing of work.

FACTOR II - LEVEL OF WORK SUPERVISED

The base level of the work supervised is NA-4749-05/07.

FACTOR III - SCOPE OF WORK OPERATIONS SUPERVISED

	Level	Points
Subfactor A. Scope of Assigned Work Function and Organization Authority: A	1	30
Subfactor B. Variety of Function: B	1	25
Subfactor C. Workforce Dispersion: C	1	5
Total: Level A		60

Subfactor A: Level A-1: Scope of operations supervised by this position are consistent with the position being classified. Decisions relative to work operations have been defined by higher level management. Therefore, level A-2 is not met because at this level supervisors must respond to variations in the workplace by determining proper adjustments in resources to accomplish the work.

Subfactor B: Level B-1: Supervisors at this level direct the work of subordinates in accomplishing an assigned function in one or more similar or related occupations at grades 1-7.

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 1
Base Level Work Supervised NA-07
Scope of Work Operations Supervised - Level A

5. **Final Classification.** The final classification is Maintenance Worker Supervisor, NS-4749-05.

CLASSIFIED BY HQ AFSVA/SVXHR, Apr 08

**FEDERAL WAGE SYSTEM
SUPERVISORY EVALUATION WORKSHEET**

Title: Maintenance Worker Supervisor		Position Number: TBD	
Pay Plan, Series, Grade: NS-4749-05		Organization Location: Lodging	
EVALUATION FACTORS			
FACTOR I: NATURE OF SUPERVISORY RESPONSIBILITY	Elements:		
	Planning	1	
	Work Direction	1	
	Administration	1	Work Situation: 1
FACTOR II. LEVEL OF WORK SUPERVISED			Base Level Work: NA-07
FACTOR III. SCOPE OF WORK OPERATIONS SUPERVISED			
	<u>Subfactor</u>	Level	Points
A.	Scope of Assigned Work, Function, and Organizational Authority	1	30
B.	Variety of Function	1	25
C.	Workforce Dispersion	1	5
	Total:	60	Level: A
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-4749-05			

HQ AFSVA/SVXHR
SIGNATURE

Oct 07
DATE