POSITION DESCRIPTION

1. Agency PDCN F9406000

2. Reason for Submission
X Redescription ___ New
___ Reestablishment ___ Other

3. Service
___ HQ X Field

4. Empl Office Location

5. Duty Station

6. OPM Cert #

Explanation (Show Positions Replaced)
F561W00, F4707000, F4711000, F4736000, F4752000, F4761000, F4762000, F4767000, F4778000 and F8310000

7. Fair Labor Standards Act
Not Applicable

8. Financial Statements Required
___ Exec Pers Financial Disclosure
___ Employment & Financial Interests

9. Subject to IA Action
X Yes ___ No

10. Position Status
___ Competitive
X Excepted (32 USC 709)
___ SES (Gen)
___ SES (CR)

11. Position is
___ Supervisory
___ Managerial
X Neither

12. Sensitivity
___ 1=Non-sensitive
___ 2=Noncrit Sens
___ 3=Critical Sens
___ 4=Special Sens

13. Competitive Level

14. Agency Use
ENLISTED

15. Classified/Graded by

___ a. US Office of Pers Mgt X b. Dept, Agency or Establishment ___ c. Second Level Review ___ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Automotive Mechanic	WG	5823	10	JGB	17 May 91

16. Organizational Title (if different from official title)
National Guard Bureau

17. Name of Employee

18. Dept/Agency/Establish - National Guard Bureau

a. First Subdivision - State Adjutant General

b. Second Subdivision - Air National Guard

c. Third Subdivision - Resource Management Division

d. Fourth Subdivision - Transportation Branch

e. Fifth Subdivision - Vehicle Maintenance Section

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

Employee Signature/Date (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. False or misleading statements may constitute violations of such statutes or their implementing regulations.

Name and Title of Immediate Supervisor
Signature/Date

Name and Title of Higher-Level Supervisor or Manager (Optional)
Signature/Date

21. Classification/Job Grading Certification -I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standard applies, consistently with the most applicable published standards.
JOSEPH G. BENIN
Position Classification Specialist
Signature/Date
//Signed// 17 May 91

22. Position Classification Stds Used in Classifying/Grading Pos
U.S. OPM JGS for Automotive Mechanic, WG-5823, dtd Jun 90
U.S. OPM JGS for Mobile Equipment Metal Mechanic, WG-3809, dtd Sep 74; U.S. OPM JGS for Heavy Mobile Equipment Mechanic, WG-5803, dtd Jan 91.

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

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

24. Remarks: Released from NGB-PR-EPC, ID # CRA91-1012

%	#1 Skill	Shred	Sub
00	L P M		

%	#2 Skill	Shred	Sub

%	#3 Skill	Shred	Sub

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

a. INTRODUCTION:

This position is located in the Vehicle Maintenance Section of the Transportation Branch. The purpose of this position is to maintain, repair and modify various types of motor vehicles, both gasoline and diesel powered.

b. DUTIES AND RESPONSIBILITIES:

(1) Inspects general condition of gasoline and diesel powered vehicles to determine overall vehicle condition, cause of malfunction or need for repair. Diagnoses malfunctions by visual or auditory examination methods. Uses complex test equipment such as engine analyzers, compression testers, volt meters, ohmmeters and pressure gauges to determine exact nature or extent of repairs or adjustments necessary. Isolates malfunction cause using systematic vehicle analysis. Troubleshoots, inspects, tests and analyzes: vehicle computer/electrical control systems, mechanical and hydraulic systems, lubricating, cooling, air conditioning and exhaust systems, state of the art fiber optic systems, engine electrical systems, engine fuel-air systems, electronic/pneumatic controlled automatic transmission and differentials, power dividers, power trains, brakes, steering and suspension systems.

(2) Performs required repair of gasoline and diesel powered vehicles as assigned, using independent judgement and own initiative on the repair work. Performs Time Compliance Technical Orders (TCTOs), including scheduled and special inspections. Determines when and how far major components should be torn down; what parts and mechanisms can be reworked, refitted, or replaced with new parts and the type, extent and alignment required, using technical orders, commercial manuals or local directives. Removes rebuilds, repairs, replaces vehicle system components. Adjusts or overhauls engine mechanical systems, state of the art fiber optic systems, electrical, air conditioning, fuel-air, emission control, power trains, gear reduction systems, electronic/pneumatic controlled automatic transmissions, differentials, power dividers and brakes, steering and suspension system components. Performs operational driving tests to determine serviceability.

(3) Performs body repair and corrosion control, repaints and refinishes surfaces as required. Repairs and/or replaces body parts, locks, glass etc and determines if additional repairs are required. Repairs may be accomplished by using welding equipment, power tools, hand tools and other specialized equipment. Cleans, tests and repairs radiators/oil coolers and associated parts. Replaces or repairs tires and tubes and balances wheels.

(4) Prepares, maintains and submits maintenance work orders for man-hour and data collection accounting. Records work performed or delayed and parts or maintenance required.

(5) Assists in review and maintenance of technical orders, operating instructions, commercial publications, MAJCOM and local publications, as well as other pertinent directives.

(6) Assists in establishing and maintaining adequate bench and special stock support levels and appropriate tools and equipment. Uses and maintains shop equipment. Researches or assists in requisitioning materials, parts and equipment necessary to perform the vehicle maintenance/management mission.

(7) Participates as OJT Instructor in the vehicle maintenance area. Conducts instructional classes on methods and procedures of operation and maintenance concerning all aspects of vehicles and assigned shop maintenance support equipment. Evaluates effectiveness of instruction, maintains individual and section training and qualification records.

(8) Assists in conducting the local occupational safety and health training program, to include compliance with directives and procedures for proper disposal of hazardous waste products.

(9) Operates general and special purpose vehicles, base maintenance and materials handling equipment, as required to support the unit mission.

(10) Performs other duties as assigned.

c. SKILL AND KNOWLEDGE:

Skill in troubleshooting hard-to-find vehicle defects or problems and determining repairs needed. Knowledge sufficient to troubleshoot, repair, install or rebuild complex major systems and assemblies. Skill in use of all related special power tools, hand tools and a wide variety of test equipment (e.g. test stands, oscilloscopes, compression gauges, engine and chassis dynamometers etc, common to the trade).

d. RESPONSIBILITY:

Work is performed with little or no technical advice. Assignments are given in the form of work orders, inspection reports or verbal instructions. Individual is expected to plan work sequences, select tools, install, inspect, service, repair, overhaul, test all assigned vehicles and otherwise carry assignments through to completion, referring only unusual and difficult problems to the supervisor. Guidelines available for reference include technical order and manufacturer's shop manuals, factory and dealer bulletins, automotive journals and standard operating procedures.

e. PHYSICAL EFFORT:

Works in tiring, awkward and uncomfortable positions. Regularly required to manually lift equipment and components weighing 20 to 60 pounds. Occasionally will manually lift items weighing 75 pounds and with assistance or with mechanical devices, objects over 100 pounds.

f. WORKING CONDITIONS:

Work is conducted inside and outside, in inclement weather, and on icy, wet and slippery surfaces. Incumbent is subject to dangers from exposure to toxic fumes, high pressure air and hazardous materiels, noise and ultra-violet rays. It may be necessary for the incumbent to wear personal protective equipment while performing maintenance functions. Frequently is exposed to the possibility of cuts, scrapes and bruises.

EVALUATION STATEMENT

A. Title, Series and Grade: Automotive Mechanic, WG-5823-10

B. References:

1. USOPM JGS for Automotive Mechanic, WG-5823, June 1990.
2. USOPM JGS for Mobile Equipment Metal Mechanic, WG-3809, September, 1974.
3. USOPM JGS for Heavy Mobile Equipment Mechanic, WG-5803, January, 1991.

C. Background: This position was reviewed as part of the process to validate and consolidate similar duties performed at various units. Audits were conducted at a cross-section of units. Although there were differences noted among the various types of units, there were core similarities that formed the basis for this description and corresponded to the evaluation factors applied.

D. Series, Title and Grade Determination:

1. Series: The purpose of this position is to perform the maintenance, repair and modification of various types of mobile equipment and motor vehicles, both gasoline and diesel powered. The WG-3809 standard involves the maintenance and repair of equipment bodies and main-frame groups of automotive equipment such as fenders, paneling, hoods etc. The work performed includes tasks of soldering, welding, removing dents and crumbled areas and is evaluated at the WG-8 level. The WG-5803 standard involves maintenance of combustion powered heavy duty vehicles and heavy mobile equipment such as bulldozers, road graders, crawler tractors, power shovels, cranes etc. When this type of work is being done, the complexity of equipment repaired equates to the WG-10 level. Since the majority of time is spent repairing general purpose vehicles and both types of duties equate to the same level, classification in the WG-5823 series is appropriate.

2. Title: The appropriate title for positions in the WG-5823 occupation is Automotive Mechanic.

3. Grade: This position involves a mix of duties in the WG-5823, WG-3809 and WG-5803 standards. However, since the primary purpose of the position falls within the WG-5378 series, it is used for the grading of the position. There are two factors considered significant for grading purposes. They are: Skill and Knowledge, and Responsibility.

a. Skill and Knowledge: At the WG-8 level in the standard workers must have the ability to determine when parts should be cleaned and reinstalled or replaced with standard parts. They need to have a basic understanding of electricity and hydraulics and the skill necessary to make adjustments and settings, such as performing engine tune-ups, setting engine timing according to specifications, and

adjusting brakes and power steering mechanisms. They must have a basic understanding of on-board computer diagnostic systems and other test equipment. They need to be skilled in using basic automotive tools. They must have the ability to read and interpret parts manuals and manufacturer's repair manuals. This position exceeds the WG-8 level in that it performs the full range of repair and maintenance of a wide variety of diesel and gasoline powered vehicles that require a thorough knowledge of the makeup, operation and installation of complex major systems and assemblies. WG-10 level mechanics repair, remove, disassemble, adjust, rebuild and reinstall major components and assemblies such as transmissions, differentials, engines, generators, alternators, etc. At this level mechanics operate electronic test equipment, such as computerized engine analyzers and scanners, exhaust analyzers, dynamometers, and oscilloscopes, in making more complicated diagnoses. This describes the work performed by this position. This type of work meets the WG-10 maximum level of the standard.

b. Responsibility: At the WG-8 grade level in the standard assignments are received from a higher graded worker or supervisor either orally or through work orders. Completed work is checked to ensure all requirements are met. This position exceeds this level. This position involves determining the nature of the vehicle malfunction and the extent of repairs required. Assignments are received in the form of oral instructions or written work orders. Incumbent independently determines the work sequences, uses test equipment, locates the malfunction and completes the repairs. The automotive mechanic completes repairs and adjustments in accordance with manufacturer's specification and service bulletins. Supervisor ensures that overall work meets accepted trade standards. The level of responsibility for this job is a virtual match to the WG-10 maximum level of the standard.

E. Conclusion: Position is properly classified as Automotive Mechanic, WG-5823-10.

Classifier: Joseph G. Benin Center: NGB-PR-EPC Date: 17 May 91

ADDENDUM FOR ALL DUAL-STATUS POSITION DESCRIPTIONS

d. OTHER SIGNIFICANT FACTS

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws.