# POSITION DESCRIPTION *(Please Read Instructions on the Back)*

ORIGINAL

1. Agency Position No. 11749001

2. Reason for Submission: [ ] Redescription [ ] New [ ] Reestablishment [X] Other

3. Service: [ ] Hdqtrs. [X] Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act: [X] Exempt [ ] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [ ] Employment and Financial Interests

9. Subject to IA Action: [ ] Yes [X] No

Explanation *(Show any positions replaced)*
Amendment #2
Maintenance Superintendent
GS-1601-12, PD#10609001

10. Position Status: [X] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11. Position Is: [X] Supervisory [ ] Managerial [ ] Neither

12. Sensitivity: [X] 1—Non-Sensitive [ ] 3—Critical Sensitive [ ] 2—Noncritical Sensitive [ ] 4—Special Sensitive

13. Competitive Level Code

14. Agency Use

| 15. Classified/Graded by | Official Title of Position Bus 8888 | Pay Plan | Occupational Code | Grade | Initials | Date |
|---|---|---|---|---|---|---|
| a. U.S. Office of Personnel Management | | | | | | |
| b. Department, Agency or Establishment | | | | | | |
| c. Second Level Review | | | | | | |
| d. First Level Review | Maintenance Manager | GM | 1601 | 13 | | 1/5/88 |
| e. Recommended by Supervisor or Initiating Office | | | | | | |

16. Organizational Title of Position *(if different from official title)*
Director, Maintenance & Repair Branch

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment
Facilities Department

a. First Subdivision
Base Maintenance Division

b. Second Subdivision
Maintenance and Repair Branch

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

Signature of Employee *(optional)*

**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, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor
C. G. POWELL, Deputy Maint Officer

Signature: Cary Powell — Date: 12/16/87

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*
M.G. LILLEY, Base Maint Officer

Signature: M G Lilley — Date: 12/17/87

21. **Classification/Job Grading Certification.** *I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action
MARY RADABAUGH
CLASSIFICATION SUPERINTENDENT

Signature: Mary Radabaugh — Date: 1/5/88

22. Position Classification Standards Used in Classifying/Grading Position
change in sensitivity only

**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 U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

| 23. Position Review | Initials | Date | Initials | Date | Initials | Date | Initials | Date | Initials | Date |
|---|---|---|---|---|---|---|---|---|---|---|
| a. Employee *(optional)* | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks
Cancelled
Hold forever file

25. Description of Major Duties and Responsibilities *(See Attached)*

# Instructions for Completing Optional Form 8
## POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

*1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.

*2. Check one.
- "Redescription" means the duties and/or responsibilities of an existing position are being changed.
- "New" means the position has not previously existed.
- "Reestablishment" means the position previously existed, but had been cancelled.
- "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
- **The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.**

3. Check one.

*4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).

*5. Enter geographical location if different from that of #4.

6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).

*7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.

8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.

9. Check one to show whether Identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.

10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.

11. Check one.
- A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
- A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.

12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.

13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.

14. Agencies may use this block for any additional coding requirement.

*15. Enter classification/job grading action.
- For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
- For "Pay Plan" code, see FPM Supplement 292-1, "Personnel Data Standards," Book III.
- For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)."** The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."

*18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.

19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.

*20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.

*21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.

22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."

23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.

24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.

*25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

☆ U.S. GOVERNMENT PRINTING OFFICE: 1985 461-275/20021

ORIGINAL ORIGINAL

# POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No. 11749001

2. Reason for Submission: [ ] Redescription [ ] Reestablishment [ ] New [X] Other
Explanation *(Show any positions replaced)*
*Amendment #1 to
Maintenance Manager
GM-1601-13
PD ~~#11682~~ 11749001

3. Service: [ ] Dept'l [X] Field

4. Employing Office Location

5. Duty Station

6. CSC Certification No.

7. Fair Labor Standards Act: [X] Exempt [ ] Nonexempt

8. Employment/Financial Stmt Required: [ ] Yes [X] No

9. Subject to IA Action: [ ] Yes [X] No

10. Position Status: [X] Competitive [ ] Excepted *(Specify)* 8888

11. Position is: [X] Suprvsry [ ] Managerial [ ] Neither

12. Sensitivity: [ ] Critical [X] Noncritical [ ] Nonsensitive

13. Competitive Level Code

14. Agency Use

| 15. Classified/Graded by | Official Title of Position | Pay Plan | Occupational Code | Grade | Initials | Date |
|---|---|---|---|---|---|---|
| a. Civil Service Commission | | | | | | |
| b. Department, Agency, or Establishment | | | | | | |
| c. Bureau | | | | | | |
| d. Field Office | Maintenance Manager | GM | 1601 | 13 | [illegible] | 2/23/87 |
| e. Recommended by Supervisor or Initiating Office | | | | | | |

16. Organizational Title of Position *(if different from official title)*
Deputy Base Maintenance Officer

17. Name of Employee *(if vacancy, specify)*

18. Department, Agency, or Establishment
Marine Corps Base, Camp Lejeune, NC

a. First Subdivision
Base Maintenance Division

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

Signature of Employee *(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, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor
M. G. LILLEY, BMaint Officer
Signature [signature] Date 2/4/87

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*
T. J. DALZELL, AC/S, Facilities
Signature T. J. Dalzell Date 2/17/87

21. Classification/Job Grading Certification. *I certify that this position has been classified/graded as required by Title 5, U. S. Code, in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.*

MARY RADABAUGH
CLASSIFICATION SUPERINTENDENT
Signature Mary Radabaugh Date 2/23/87

22. Standards Used in Classifying/Grading Position
* Amend #1 has no change in classification

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

| 23. Position Review | Initials | Date | Initials | Date | Initials | Date | Initials | Date | Initials | Date |
|---|---|---|---|---|---|---|---|---|---|---|
| a. Employee *(optional)* | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks

FLSA: Exempt ✓
Nonexempt
Unit Status 8888

25. Description of Major Duties and Responsibilities *(see attached)*

5008-105

Optional Form 8 (Revised 8-77)
U.S. Civil Service Commission, FPM Chap. 295

Amendment #1 to Position Description #11774,
Administrative Officer GS-341-11

Under Major Duties and Responsibilities add the following:

Plans and organizes work and manages positions to ensure maximum productivity for monies spent; promotes all special programs such as the elimination of fraud, waste, and abuse in government; selects, assigns, appraises, trains and develops employees fairly and equitably, adhering to the principles and concepts of the EEO Program, always considering actions necessary to achieve Affirmative Action Program and other special program objectives; maintains employee-management communications and recognizes, addresses, and makes every effort to reconcile employee grievances, discrimination complaints; encourages and recognizes employee achievements; administers constructive discipline; keeps employees informed on all matters which affect their employment and is knowledgeable of all local directives and negotiated agreement(s) which apply to the supervision of civilian workforce; encourages attendance at training sessions and the use of correspondence training courses; provides each employee copies of position/job description (PD/JD) and performance standards and discusses such with employees; prepares appraisals as required in a timely manner; ensures PD/JD of record accurately describes duties of both self and employees.

ORIGINAL

# POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No. 11749

2. Reason for Submission: [X] Redescription [ ] New [ ] Reestablishment [ ] Other

Explanation *(Show any positions replaced)*

Replaces PD# 11682
Maintenance Manager
GS-1601-12

3. Service: [ ] Dept'l [X] Field

4. Employing Office Location: Camp Lejeune

5. Duty Station

6. CSC Certification No.

7. Fair Labor Standards Act: [X] Exempt [ ] Nonexempt

8. Employment/Financial Stmt Required: [ ] Yes [ ] No

9. Subject to IA Action: [ ] Yes [X] No

10. Position Status: [X] Competitive [ ] Excepted *(Specify)*

11. Position is: [X] Suprvsry [ ] Managerial [ ] Neither

12. Sensitivity: [ ] Critical [ ] Noncritical [ ] Nonsensitive

13. Competitive Level Code

14. Agency Use

| 15. Classified/Graded by | Official Title of Position | Pay Plan | Occupational Code | Grade | Initials | Date |
|---|---|---|---|---|---|---|
| a. Civil Service Commission | | | | | | |
| b. Department, Agency, or Establishment | | | | | | |
| c. Bureau | Maintenance Manager | GM | 1601 | 13 | NC | 14 May 85 |
| d. Field Office | | | | | | |
| e. Recommended by Supervisor or Initiating Office | | | | | | |

16. Organizational Title of Position *(if different from official title)*

17. Name of Employee *(if vacancy, specify)*

18. Department, Agency, or Establishment: Marine Corps Base, Camp Lejeune, NC

a. First Subdivision: Base Maintenance Division

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

Signature of Employee *(optional)*

**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, and that false or misleading statements may constitute violations of such statutes or their implementing regulations*

a. Typed Name and Title of Immediate Supervisor
H. L. LUTTRELL
Base Maintenance Officer
Signature: H L Luttrell Date: 6 Feb 85

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*
M. G. LILLEY
Assistant Chief of Staff, Facilities
Signature: M G Lilley Date: 2/7/85

21. **Classification/Job Grading Certification.** *I certify that this position has been classified/graded as required by Title 5, U. S. Code, in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action
NANCY CYMES
PERSONNEL MANAGEMENT SPECIALIST
Signature: Nancy Cymes Date: 14 May 85

22. Standards Used in Classifying/Grading Position
GS-1601, Aug 75 * ✓
FLSA: Exempt ✓ Nonexempt
Unit Status 8888
CFI NM
SPC 3
BOC

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

| 23. Position Review | Initials | Date | Initials | Date | Initials | Date | Initials | Date | Initials | Date |
|---|---|---|---|---|---|---|---|---|---|---|
| a. Employee *(optional)* | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks
This position meets the criteria for coverage under the Performance Management and Recognition System as supervisor and management official. NC 14 May 85

ENCLOSURE (1)

25. Description of Major Duties and Responsibilities *(see attached)*

5008-105 * FPM Bul 551-16 + -17 applied 11/12/85. ord

Optional Form 8 (Revised 8-77)
U.S. Civil Service Commission, FPM Chap. 295

# INSTRUCTIONS FOR COMPLETING OPTIONAL FORM 8
# POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

*1. Enter position number used by the agency for control purposes. See FPM Ch. 312, Subch. 3.

*2. Check one.

- "Redescription" means the duties and/or responsibilities of an exisiting position are being changed.
- "New" means the position has not previously existed.
- "Reestablishment" means the position previously existed, but had been cancelled.
- "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
- **The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.**

3. Check one. See FPM Ch. 338, Subch. 3, for application of apportionment requirements to positions in the Departmental Service. Agencies may show apportioned positions by placing "A" after "Dept'l."

*4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).

*5. Enter geographical location if different from that of #4.

6. To be completed by the Civil Service Commission for positions at GS-16, -17, and -18, and for Public Law type positions. (See #15a for date of CSC certification.)

*7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Ch. 551.

8. Check one to show whether the incumbent is required to submit a statement of employment and financial interests. See FPM Ch. 735, Subch. 4.

9. Check one to show whether Identical Additional positions are permitted. See FPM Ch. 312, Subch. 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.

10. Check one. See FPM Ch. 212 for information on the competitive service and FPM Ch. 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Sch. A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations.

11. Check one.

- A "Supervisory" position is one that requires the exercise of at least the level of supervisory responsibility that meets the minimum requirements for application of the "Supervisory Grade Evaluation Guide" for GS positions or for classification in the WS or WN schedules of the Federal Wage System; or, the position meets the standard of minimum supervisory responsibility defined in the job standards of the applicable pay schedule. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Suprvsry."
- A "Managerial" position is one that has the full range of managerial functions as delineated in the "Definition of Managerial Positions" in the introductory section to the "Supervisory Grade Evaluation Guide" for GS positions.

12. Check one to show whether the position is critical-sensitive, noncritical-sensitive, or nonsensitive for security purposes. See FPM Ch. 732, Subch. 1.

13. Enter competitive level code for use in reduction-in-force actions. See FPM Ch. 351.

14. Agencies may use this block for any additional coding requirement.

*15. Enter classification/job grading action.

- For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
- For "Pay Plan" code, see FPM Supplement 292-1, "Personnel Data Standards," Book III, Subch. S1.
- For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)."** The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."

*18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.

19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.

*20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.

*21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.

22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."

23. Agencies are generally required to review, at least annually, each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Ch. 312, Subch. 4. This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.

24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.

*25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System" in the General Introduction to "Position Classification Standards," Section VII.

☆GPO : 1983 O - 381-526 (8258)

## I. INTRODUCTION

The incumbent is the Deputy Maintenance Officer and fully participates with the Maintenance Officer in all aspects of the real property facilities maintenance management program. He is responsible for the maintenance of all real property facilities including housing and the production and distribution of utilities serving the Camp Lejeune Complex including MCAS(H), New River. The Maintenance Officer is a special staff officer to the Commanding General and reports via the Assistant Chief of Staff, Facilities.

The primary reason for establishment of this position is the need to provide the Command a senior civilian facilities maintenance manager capable of sharing full responsibility with the Maintenance Officer in the management of the total facilities maintenance program; to serve as technical maintenance advisor to all echelons of management; and to provide stability and continuity of the maintenance programs during the absences (extended or temporary) of the military Maintenance Officer. The Base Maintenance Division is a large organization that interacts with numerous governmental and non-governmental organizations on a daily basis. Projects accomplished by the Division often require complex, unique planning and coordination among various organizational units. The incumbent should have security clearance access up to and including "SECRET."

The primary mission of the Base is to provide housing, training facilities, logistical support and certain administrative support for Fleet Marine Force units and other units as assigned and to conduct specialized schools and other training as directed. The Class I and II plant replacement value is in excess of $1,564,598,544, consisting of more than 4,960 (including family housing) buildings, structures and systems spread over a geographic area of more than 138 square miles with five outlying camps (Onslow Beach Area, Courthouse Bay, Rifle Range, Camp Johnson and Camp Geiger) and the MCAS(H), New River. The complexity, depth and variety involved in the maintenance management function requires wide experience and background in industrial maintenance practices.

Completion of many projects accomplished by the Division requires close coordination among numerous organizations exterior to the Division, many of which are essential to the completion of the project. Strict deadlines imposed by outside authority and substantial unexpected changes on a frequent basis are common. Services and products provided by the Division range from routine service work to complex technical and engineering efforts. Often the problems encountered involve situations for which no precedent is available, such as trihalomethanes and VOC's in drinking water, waste oil disposal, complex utility distribution repairs, Commercial Activity-related decisions, wastewater treatment violations and related corrective action, and installation of complex automated systems. In many cases, decisions made within the organization directly affect the welfare of the approximately

100,000 people associated with Camp Lejeune. Services often must meet the approval of high ranking military personnel, State environmental personnel, EPA representatives, Corps of Engineers officials and various other Command and regulatory agencies. In most cases, the Base Maintenance Officer has little, if any, discretion regarding shuffling of project completion dates. Many projects are dictated by mission essential changes directed by the Command or higher headquarters. Priorities are imposed by outside authority and are constantly changing. Materials and other limiting factors must be closely monitored and coordinated with other organizations to ensure that deadlines are met.

The Maintenance Division is organized into four branches: Administrative, Operations, Utilities, and Maintenance and Repair. The Table of Organization strength is 763 civilian employees, two officers and 32 enlisted billets. The annual budget is in excess of 55 million dollars of which 12 million is reimbursable and 43 million direct funding.

## II. MAJOR DUTIES AND RESPONSIBILITIES

A. Studies and interprets policy statements, directives, procedures and individual instructions issued by higher authority or locally that govern or have a bearing or implication in the areas of real property maintenance and determines extent to which they affect current and planned programs and policy. Prepares and/or reviews and edits local directives implementing policy and procedures. Initiates or directs preparation of correspondence/documents to higher authority concerning changes in current policy or recommends new policy for approval of the Commanding General.

B. Develops, coordinates and executes an overall facilities maintenance program. The maintenance program must consider mission, Command priorities, funding and the long-range maintenance plan. The long-range maintenance plan provides a broad perspective of the work needed to ensure maintenance of each facility in accordance with activity established maintenance standards without regard to cost.

C. Collaborates with the Maintenance Officer as a top advisor and consultant to the Command on maintenance policies with other staff members in the planning, formulation and execution of an overall maintenance program within the Base. This involves:

1. Advising the Command, including recommendations, on the overall maintenance program, program execution, program review and evaluation to accomplish the Base mission.

2. Advising the Command of the effect that changes in operating plans will have on cost of operation.

3. Advising the Command of the effect that the cost of proposed non-programmed projects will have on the overall maintenance program and recommending alternatives and timing to avoid disruption of normal operations.

4. Advising the Command of particular maintenance problem areas which appear to be out of line and recommending a proper course of action to correct the situation.

5. Advising other Base and tenant organizations on such matters as: (1) regulatory aspects of certain proposed work from a maintenance standpoint; and (2) proper procedures for the accomplishment of certain work within regulations.

6. Coordinating the maintenance program with other major programs such as: (1) new construction; (2) transportation; and (3) family housing.

D. The responsibilities of the position include complete responsibility and executive direction for the internal management and operation of the Division. Coordinates, reviews and appraises operations of the Branches and initiates corrective action when operating results are not up to expected standards of performance. This includes: (1) assignment of personnel ceilings at the Branch level; (2) assignment of responsibility for special projects and other non-routine tasks; (3) resolving differences between Branch Heads not settled at that level involving operating policies and procedures, personnel, transportation, and office space; (4) consultation with Branch Heads on overall objectives of their Branches and on specific problems; (5) implementation of policies, directives and procedures promulgated by higher headquarters; and (6) submissioin of recommendations to Headquarters, Marine Corps, for changes in such areas as guidelines and regulations governing the maintenance of real property (MCO P11000.7).

1. Direct supervision is exercised over the following:

a. Administrative Branch (Head: Administrative Officer GS-341-11 and a staff of 12). Responsible for financial management including budgeting; personnel administration; office management; correspondence; records maintenance; organic supply support and reports.

b. Operations Branch (Head: Supervisory Maintenance Engineer, GS-801-12 and a staff of 37). Responsible for developing long-range maintenance plans, annual and quarterly work programs; screening and classifying all work requests, including emergency and service type work; inspecting real property; preparing man-hours and materials estimates for job orders; determining the need for engineering advice and assistance and requesting the Public Works Officer to arrange for contractual services. Is also responsible for recommending work accomplishment by contract when a facility project exceeds the activity commander's approval authority or when the scope of work exceeds inhouse capability.

c. Utilities Branch (Head: Supervisory General Engineer GS-801-12 and a staff of 181). Responsible for the operation and maintenance of Marine Corps-owned utilities systems. This responsibility includes the ensurance of adequate fuels and supplies, operation of non-automated plants, periodic inspection of automated plants; maintaining records and monitoring quantities and cost of utilities produced. The various utilities include:

(1) Steam Generation and Hot Water Plants. Seven manned central heating plants of both coal and oil types, requiring continuous watch, containing 25 boilers ranging in size from 125 HP to 3000 HP; also, 60 small individual heating plants that are automatic, but are checked daily. Annual steam production is approximately 1.5 billion pounds.

(2) Water Plants. There are seven treatment plants and 96 wells. Annual production and treatment is approximately 2.7 billion gallons.

(3) Sewage Plants. There are seven treatment plants with both primary and secondary, one with tertiary, treatment facilities.

(4) Cold Storage Plant. The plant contains 459,406 cubic feet of refrigerated area served by nine compressors of six to 50 ton capacity. Plant is utilized for storage of perishable subsistence items.

d. Maintenance and Repair Branch. (Head: Maintenance Superintendent GS-1601-12 and a staff of 545). Responsible for maintaining, repairing and constructing real property; providing refuse collection and disposal; insect and rodent control services; maintenance and operation of intercoastal waterway bridge and maintenance and operation of mobile engineer equipment utilized in maintaining real property.

2. By continuous liaison with the above Branch Directors, reviews and appraises the overall operation and initiates action necessary for mission accomplishment within manpower and fund limitations.

F. In the absence of the Base Maintenance Officer for periods of additional duty, leave and time lapse during rotation of military Maintenance Officer, the incumbent has full authority to act and assume all responsibilities of the Maintenance Officer. This includes:

1. Attending and participating in the Commanding General's conferences with members of his staff.

2. Presenting briefings on the Maintenance Program to incoming Commanding Generals, high ranking officials of the Navy and Marine Corps, the Commandant and Chief of Staff of the Marine Corps and other general officers. This also involves escorting these high level officials as appropriate.

3. Assume full responsibility and render decisions on any matters under the purview of the Base Maintenance Officer. This includes by direction signature authority.

4. Consults and acts for the Division with labor union officials, utility companies, representatives from Headquarters, Marine Corps; Atlantic Division Naval Facilities Engineering Command; Naval Hospital; Marine Corps Air Station (Helicopter), New River; Public Works Officer; Director, Family Housing and other officials outside the Division.

Supervisory Responsibilities. See Amend #1

## III. CONTROLS OVER THE POSITION

The Maintenance Officer, T/O billet Colonel, is the immediate supervisor. The relationship of Deputy to the military Base Maintenance Officer is such that they jointly establish broad program objectives and establish or recommend Base policy in maintenance matters. Although the Deputy must have managerial ability, emphasis is placed on his maintenance management background as during the initial phase of the military Maintenance Officer's tour of duty, he depends to a great degree on the technical expertise of the Deputy. Additionally, there is frequent turnover of military maintenance officers, e.g., during the past six years the average tour of duty has been 18 months. The Deputy has served as Acting Maintenance Officer for periods in excess of six months during rotation of the military Maintenance Officer.

## IV. QUALIFICATION REQUIREMENTS OF THE WORK

A. The paramount qualification requirement is a knowledge of management principles, techniques, and procedures which provides the ability:

1. To develop and direct a subordinate staff.

2. To establish and maintain effective personal relationships in work situations.

3. To plan, organize and coordinate work in situations where numerous diverse demands are involved.

4. To make clear oral and written presentations.

5. To interpret complex written information.

B. An additional qualification requirement is a thorough knowledge of Marine Corps and Navy Department regulations pertaining to the management of shore station facilities. This includes such subject matter areas as facilities maintenance and operations, financial management, personnel management and supply management.

EVALUATION REPORT

Incumbent: Frederick E. Cone

Position #: 11749

Location: Maintenance Division, Facilities Department, Marine Corps Base, Camp Lejeune, North Carolina

Present Allocation: Maintenance Manager, GS-1601-12

Ref: (a) OPM Classification Standards for General Facilities and Equipment Series, GS-1601 dtd 8/75 TS 22

Background:

Prior to 1967, the Deputy Maintenance Officer position was classified as Supervisory Administrative Services Officer, GS-341-13. Since then the position has undergone several changes in classification. During the program evaluation in May 1967, Department of the Navy (DoN) changed the position to Program Manager, GS-340-13. In July 1977, the SFD, NCPC, NorVA changed the position to Maintenance Manager, GS-1601-13. (At that time all GS-13 through GS-15 positions were reviewed by DoN as a part of Department of Defense's (DoD) effort to control grade escalation.) In its evaluation report SFD stated that "the Maintenance Officer position (COL. USMC) is determined to equate to GS-14 by application of the criteria in the GS-1601 standard. Factors 1 through 3 are best evaluated to the same level of the subordinate GS-1601-13 head of the Maintenance and Repair Branch. That is to say, Factor 1 - Planning and Coordinating Responsibilities is assigned Level B (40 points); Factor 2 - Product complexity, Level B (40 points); and Factor 3 - Complexity and Rigidity of Requirements, Level B (40 points). The point of divergence is Factor 4 - Scope of Operations. With a work force of 841 (Division total), falling in the range of 800-1200, Level B (60 points) is appropriate for this factor. The total points thus assigned by the factor selection process is 180, which converts to a tentative grade of GS-13. Under comprehensive evaluation recognized in the standard, the presence of two subordinate positions (Head of the Maintenance and Repair Branch, GS-1601-13 and Head of the Operations Branch, GS-0801-13) properly classified at the GS-13 level warrants a one grade adjustment (upward) for the department head position. Thus, the final grade is GS-14. As full assistant, the Deputy's position is properly determined to be one grade lower than that of the Base Maintenance Officer's equivalent GS-14. Therefore the Deputy is graded at GS-13."

In early 1984, the Facilities Department established a civilian deputy to the Assistant Chief of Staff, Facilities. This position was classified as Facility Manager, GM-1640-14, on 11 May 1984, and the incumbent of the Maintenance Manager, GM-1601-14 position was reassigned to the Facility Manager, GM-1640-14 position, leaving the Maintenance Manager, GM-1601-14 subject position vacant. The position description for the Deputy Maintenance Officer was redescribed and on 19 September 1984 was classified as Maintenance Manager, GS-1601-12. The GS-12 (rather than GS-13) was based on the fact that the two subordinate positions (Head of Maintenance and Repair Branch and Head of Operations Branch) had been changed from grade 13 to 12, thus invalidating the one-grade adjustment upward in the comprehensive evaluation and resulting in grade

Maint Mgt #3

13 for the Maintenance Officer position. The incumbent was reassigned to the Maintenance Manager, GS-1601-12 position on 30 September 1984.

In January 1985, the incumbent initiated a classification appeal. The undersigned conducted an audit of the position and, based on those findings, recommended some changes to the position description. The revised position description was submitted to this office on 7 February 1985. The position has been re-evaluated and is considered to meet the minimum criteria for grade 13, as discussed below.

Series and Title: The position is primarily managerial in nature. In recognition of the predominance of trades and labor work in a maintenance management organization that is supportive or service in nature, allocation to the General Facilities and Equipment Series, GS-1601, is considered appropriate. Managerial responsibilities are recognized in the constructed title of Maintenance Manager.

Grade: The Deputy Maintenance Officer shares in and assists the Maintenance Officer with respect to all phases of the facilities maintenance management program for the Base. The established procedure in cases involving the classification of Deputy positions to military officers is to apply the standard to the top position in the organization. Accordingly, the following evaluation is that of the Maintenance Officer position. The position is evaluated by application of reference (a) in terms of the four factors therein:

Factor 1 - Planning and coordinating Responsibilities

The Maintenance Division, Facilities Department consists of four branches: Administrative, Operations, Maintenance and Repair, and Utilities, employing a work force of 783, with an operating budget of approximately 54 million dollars, and is responsible for the maintenance of all real property facilities (including family and bachelor housing) and the production (excluding electricity) and distribution of utilities for the Marine Corps Base complex including the tenant commands (Naval Dental Clinics, 2d Marine Division and 2d FSSG), the widely dispersed training areas (Camp Geiger, Rifle Range, Marine Corps Service Support Schools, and the Marine Corps Engineer School), and the Marine Corps Air Station (Helicopter), New River. This responsibility includes maintenance and repair of buildings, grounds, paved surfaces, utilities systems, including utility purchases; engineering support services; pest control, refuse and garbage collection and disposal (except collection for family housing quarters); minor construction; and work support for government owned personal property encompassing installation, fabrication, technical inspection, and repair of personal property and miscellaneous services for other than real property which is not the responsibility of the user.

The Maintenance Officer is responsible for planning, directing, coordinating and evaluating the overall maintenance management program and advising the Commanding General, Chief of Staff, tenant organizations and other operating officials on utilities and maintenance management matters. Specific responsibilities include: (a) planning, administering and coordinating a long-range (five years) maintenance control program (covering recurring maintenance, major nonrecurring repair and improvement projects); (b) developing and executing a continuous inspection program; (c) operating and maintaining the utility systems; and (d) determining the material and manpower requirements necessary to

execute the various projects and programs. Crucial to effective maintenance Management and utilization of funds is the development of long range maintenance plan (five years) by the Operations Branch based on information gathered from the continuous inspection program. This master plan ensures that all facilities receive periodic inspection and are maintained at an acceptable level of repair. Conservation of utilities is critical. Phase 1 of a computerized system to control/monitor certain utility operations has been installed. Expansion of the control system, in increments, is underway. Planning for expansion, replacement or modification of existing utility systems to meet expanding needs is an ongoing challenge.

Projects accomplished by the Division often require complex, unique planning and coordination among various organizational units. A few examples that have occurred in the last six months include the following:

- Installation of a $1.5 million automated Energy Management System

- Construction and renovation of facilities for the newly formed Light Armored Vehicle Battalion

- Construction and renovation of facilities for the Second Marine Amphibious Force, a newly formed major command HQS.

- Construction and renovation of facilities for the Sixth Marine Amphibious Brigade

- Multi-million dollar expansion of a two MGD water treatment plant

- Construction of a tank firing range (G-6 Range), encompassing approximately 400 acres

- Clearing of 1400 acres of timber in the K-2 Range

- Construction and renovation of facilities for the High Mobility Multi-purpose Wheeled Vehicle (HMMWV) function

- Millions of dollars of contract and inhouse projects in support of Camp Lejeune facilities requirements.

Some of the above projects were accomplished under contract, but all of them required close coordination among numerous organizational units, each of which was essential to the completion of the project (e.g., coordination among Maintenance and Repair, Operations, and Utilities Divisions, and with contractors and military organizations, e.g., Marine Corps Engineer School). The scheduling of projects and determining priorities requires coordination of the various branches of the division, i.e., Maintenance and Repair, Operations, and Utilities and with contractors and military organizations. Coordination becomes very difficult when other organizations or groups of personnel are assigned responsibility for segments of a major project. For example, the Maintenance and Repair Branch, a contractor, and a military unit were assigned segments of a major project to renovate and convert a number of barracks buildings into office and ad-

ministrative spaces. Another example involves providing support to a contractor who had a contract to update and expand the electric distribution system. The Maintenance Division must support the contractor by rerouting the feeder lines and releasing segments of the system for renovation.

The foregoing highlights some of the responsibilities of the Maintenance Officer for planning and coordinating the total facilities maintenance program. In consideration of these and other planning responsibilities, the position is considered to exceed Level B. Many of the projects involve strict deadlines imposed by outside authority, and substantial unexpected changes on a frequent basis. Projects of an emergency nature arise which substantially affect resources (e.g., for the past two winter seasons, colder-than-normal temperatures have caused frozen pipes in housing units, resulting in substantial water damage to a large number of units, temporary relocation of families in many instances, rearranging of priorities, alteration of planned work schedules, and reprograming of financial resources). Responsibility for the many broad operations in the Maintenance Organization, i.e., operation and maintenance of utilities, building maintenance and repair, heavy equipment maintenance and operation, engineering support services, pest control, refuse and garbage collection, and minor construction, for a very large field installation is considered to meet the intent of Level A (60 points).

Factor 2 - Product Complexity

The Maintenance Officer is responsible for providing a wide variety of services, i.e., grounds keeping, insect vector control, repair of buildings, structures, systems and equipment requiring highly skilled employees in a number of trades, in connection with the maintenance and repair of numerous and diverse types of equipment, facilities and systems. Included is responsibility for the operation and maintenance of the utility systems servicing the MCB complex. This diversity of services in connection with the systems and structures maintained complicates scheduling and coordination, requiring continuous readjustment of priorities, and reallocation of personnel to meet new job demands and at the same time streamline overall work operations.

Complexity of the services rendered by the position as discussed above is considered to exceed significantly the limited number of standard services, small projects, and routine on-going housekeeping exercises characterizing Level C. Rather the position is believed to equate to Level B in that there is a wide variety of maintenance and repair and services provided requiring highly skilled employees. It is understood that approximately 50% of the projects are of two to four weeks duration involving more than one shop. There is not the complexity and requirement to spend great effort in devising new production procedures or the rigorous inspections requiring sophisticated testing methods and equipment discussed under Level A. Assigned Level B. (40 points)

Factor 3 - Complexity and Rigidity of Requirements

Except for very large repair or renovation projects beyond the capability of the Maintenance Division, the Maintenance Officer is directly responsible for the timely repair and maintenance of all structures, buildings, equipment and systems to meet the needs of the using organizations and consistent with the standards of adequacy set by Headquarters, Marine Corps and/or DoN. For approximately 10% of the work performed, the customer specifies how the work is to be done, the materials or specific equipment to be installed or replaced, and the

completion date. In most cases, the Base Maintenance Officer has little discretion regarding shuffling of project completion dates. Many projects are dictated by mission essential changes directed by the Command or higher headquarters. Priorities are imposed by outside authority and are constantly changing. Materials and other limiting factors must be closely monitored and coordinated with other organizations to ensure that deadlines are met. Services often must meet the approval of State environmentalists, EPA representatives, Corps of Engineers officials, and other Command and regulatory agencies.

Accomplishment of projects is hampered by material shortages and the long lead time required to obtain other than common use items. On a regular basis a substantial number of projects must be scheduled or rescheduled. Also present is responsibility of the Maintenance Officer for providing continuous services, e.g., water, sewage treatment, heat, electricity, refuse disposal, pest control, etc. These services not only must be provided without interruption, they must be in accordance with very strict requirements imposed by local, State, and Federal governments. There is no authority to deviate from quality requirements, to delay or alter the services. in fact, failure to meet some requirements may result in fines or penalties being imposed on the Command. EPA as well as State requirements regarding pollution of water, streams etc., from oil spills, chemical leaks, untreated sewage, must be strictly followed. Clearly these requirements, i.e., to provide on a continuous basis utilities and other customer services according to rigid quality requirements, are beyond the control of the Maintenance Officer.

Considering the foregoing and the wide variety of concurrent projects being carried out by the various shops, the position is believed to meet the criteria for assignment of Level A. (60 points)

Factor 4 - Scope of Operations: Through subordinate supervisors the Maintenance Officer is responsible for a work force of 783. The size of the work force is relatively stable and not expected to be reduced in the foreseeable future. This number is in the gap between the ranges of 100-500 and 800-1200. However, the number is closer to the midrange, i.e., 800-1200 for Level B. Assigned Level B. (60 points)

Tentative Grade:

Factor 1 - 60 points
Factor 2 - 40 points
Factor 3 - 60 points
Factor 4 - 60 points
Total - 220 points

The total of 220 points assigned is within the range of 220-260 for a tentative grade of GM-14.

Comprehensive Evaluation: Once the tentative grade is established, the standard permits a comprehensive evaluation, under certain conditions, to consider strengths or weakness not covered in the standards. A comprehensive evaluation identifies the following weaknesses:

(a) While Level B was assigned Factor IV, the size of the work force falls in the gap between ranges for Levels B and C.

(b) Total points assigned fall at the bottom of the range for grading the Maintenance Officer's function at grade 14.

The following strengths are identified and are considered to more than compensate for the above weaknesses:

(a) In terms of program responsibility, the Maintenance Officer position is considered comparable in scope and complexity to that of other positions evaluated at grade 14.

(b) The Maintenance Division includes approximately 40 different sections within the four branches geographically located as many as 25 miles apart. Service shops are located throughout the Camp Lejeune Complex.

(c) Due to the emergence of the Commercial Activities Program, close monitoring and heavy emphasis must be applied to cost analysis and control.

Based on the above, the position of the Base Maintenance Officer is considered to meet the GS-14 level.

As a full assistant, the deputy's position is properly one grade lower than that of the Base Maintenance Officer's equivalent of the 14 level or grade 13. Grade 13 is further supported by the following considerations:

(a) While officers filling the Maintenance officer's position have unquestionably been competent managers, expertise in facilities management has often been limited.

(b) The Deputy is required to assume full responsibility for the Division for long periods of time when cyclic personnel changes cause the Maintenance Officer's position to be vacant.

Classification: In view of the foregoing, it is recommended that the Deputy position be classified as Maintenance Manager, GM-1601-13.

Olive S. Downing
OLIVE S. DOWNING

Maint Mgr #3

## AUDIT NOTES

The civilian position of Assistant Base Maintenance Officer, presently classified as Maintenance Manager, GS-1601-12, was audited by the undersigned on 5 February 1985. The duties and responsibilities of the position were discussed at length with the incumbent, Mr. Frederick E. Cone. The audit lasted approximately two hours. These notes are intended to supplement and not repeat information in the position description.

The position is that of full assistant to the Base Maintenance Officer, participating with that official in all aspects of managing the organization and providing direction to the Division from both an operational and motivational point of view. In this regard, the incumbent participates in the decision-making process regarding all plants and systems and provides technical and engineering expertise in answering questions and resolving problems which arise. While a degree in engineering is not a qualification requirement, it is considered to greatly enhance performance in the position.

In developing the overall facilities maintenance programs, certain key functions are included in the mission of Base Maintenance: (1) maintenance and repair of facilities at Camp Lejeune; (2) maintenance and operation of utility systems and plants at Camp Lejeune; and (3) emergency maintenance. Included is budgeting, scheduling, programming, estimating, planning, and actual hands-on operation and maintenance of the systems, plus safety and environmental concerns. There is considerable Command interest in these areas, and the Maintenance Officer and his assistant must react to meet requirements of the Command and higher authority.

The facilities maintenance program is a very sophisticated system of planning and programming. There is an annual inspection of all facilities, and from that the annual program is developed. The annual program is further broken down into quarterly programs throughout the year. On in-house work, detailed inspection reports are prepared, engineered performance standards are developed, and job orders are written, after which Work Management Section estimates and orders materials, and the work is scheduled for completion by the various shops. On work that is to be performed under contract, the work is programmed, scope is developed, and it is sent to Public Works for architect-engineer design. Incumbent is involved daily with contractors, Public Works and ROICC (Resident Officer in Charge of Construction) personnel, Contracting and Shop Stores personnel, to resolve problems in construction, problems in obtaining materials, etc.

There is much interest on the part of Command officials and environmentalists in pollution abatement programs. At present, waste oil is a big thing. Oil from motor vehicles is collected and filtered for re-use as fuel in a steam plant which has been modified to burn this waste fuel. Devices have been installed to catch rain run-off and separate the oil from the water. There are hundreds of these separation devices throughout the Base and five collection sites. Again, the oil is burned in the steam plant.

The incumbent is continually faced with problems in monitoring utilities, determining which buildings to control, maintenance of the system and how to interface systems for optimum energy savings. Solar heating systems have been installed in nine buildings and there are many maintenance problems with these. Contracting out has caused problems in that many man hours are spent to identify and scope out what is to be done, especially when there are personnel shortages.

1984

Priority projects are imposed on the Maintenance Officer frequently. For example, the Light Armored Vehicle Battalion was recently formed, and 15 buildings had to be renovated to accommodate the troops in the Battalion. Two to three months were involved. Strict deadlines are imposed on projects such as that one, and the Maintenance Officer has no authority to change the completion date. Many of these type projects are dictated by Headquarters, Marine Corps or the Commanding General.

On new construction projects performed under contract, Maintenance must provide utilities during construction and maintain the facilities that are built, review the master planning programs, review plans and specifications for maintenance problems, coordinate directly with the contractor on various problems ranging from utilities to deadlines that must be met, and conduct a final inspection with the contractor representative and Public Works representative.

Maintenance Division must interface with Natural Resources and Environmental Affairs (NREAD) Division by developing and handling their budget, supporting the Forestry Branch with heavy equipment in fighting forest fires, constructing the many signs needed in carrying out various programs, etc.

Many Base Maintenance operations are covered by regulations of, for example, Environmental Protection Agency, Corps of Engineers, North Carolina State, and the Federal Government. This requires continual training of personnel, involves advisory service to the Commanding General and other organizational and tenant commanders concerning these regulations and ensuring the regulations are complied with. The utility systems must be operated in such a manner as to meet State and Federal regulations. There are regulations to cover handling battery acid, run-off sedimentation control, erosion control, pollution control in rivers, streams, etc.

When work is performed under contract, Base Maintenance must identify what is to be done during the annual inspection, identify the scope of work, develop cost estimates, send it to Public Works for preparation of plans and specifications, review those and work closely with the design engineer, monitor construction, and conduct final inspection with contractor and Public Works personnel.

Some work is accomplished by construction battalions, in which case Maintenance personnel must work closely with them. There are also some self-help programs for minor construction, with organizations accomplishing much of the work themselves. Maintenance accomplishes the electrical and plumbing work, however.

An in-house project to construct a tank firing range involved clearing several hundred acres, ensuring there were no explosives in the area, working with the State to develop environmental plans, and working with the Corps of Engineers to obtain permits for clearing.

The Base Maintenance Officer has little discretion in shuffling project completion dates because they are dictated by higher authority. Deadlines must be met or there is a lot of explaining to do. Problems in meeting deadlines result from problems in obtaining materials. Sometimes materials purchased through the supply system take from 90-120 days, and urgent materials must be obtained through open purchase.

The incumbent has "by direction" authority of the Base Maintenance Officer and, in his absence, "acting" authority.

The incumbent feels the paramount knowledge requirement to fill the position is knowledge of facilities maintenance, utilities operations, and management principles and techniques. He also feels that some engineering expertise is highly desirable. (This is the first incumbent to have a degree and strong background in engineering.)

Upon conclusion of the audit, incumbent was asked if he felt all significant aspects of the position had been covered, to which he replied in the affirmative.

Olive S. Downing
OLIVE S. DOWNING

CPO 11
CLASS

**DEPARTMENT OF THE NAVY**
**HEADQUARTERS UNITED STATES MARINE CORPS**
**WASHINGTON, D.C. 20380**

12511
MPC-36
14 MAY 1985

From: Commandant of the Marine Corps
To: Commanding General, Marine Corps Base, Camp Lejeune, North Carolina 28542-5001

Subj: REQUEST FOR CLASSIFICATION ACTION

Ref: (a) Your ltr 12511 CPD of 4 Mar 85

Encl: (1) Certified OF 8 for PD #11749 with attachments
(2) HQMC (MPC-30) Evaluation Statement

1. The position description provided by the reference has been approved and classified as Maintenance Manager, GM-1601-13. Enclosures (1) and (2) are returned for appropriate action. This position is covered by the Performance Management and Recognition System.

A. A. Fontana
A. A. Fontana
By direction

# HQMC (MPC-30) EVALUATION STATEMENT

## I. Introduction

This position, PD #11749, is located in the Base Maintenance Division, Marine Corps Base, Camp Lejeune, North Carolina. The incumbent is the Deputy Maintenance Officer sharing full responsibility with the Maintenance Officer (a Colonel billet) in the management of the real property maintenance and repair program, utilities operations, and energy management serving the Camp Lejeune Complex, including the MCAS (H), New River. The position provides a senior civilian facilities maintenance manager to serve as technical maintenance advisor to all echelons of management, and to provide stability and continuity in the maintenance programs.

The position was classified at the GM-14 level in March 1982 based on a co-equal relationship with the Maintenance Officer. As a result of lowering the grades of two subordinate positions from GS-13 to GS-12, the grade level of the Maintenance Officer position was determined to be GS-13 with one grade adjustment lower for the Deputy position.

Following a recent audit of the Deputy position, the position description has been revised and was submitted for classification action.

## II. Series and Title Determination

The local determination of Maintenance Manager, GS-1601, is appropriate.

## III. Grade-Level Determination

Ref: (a) OPM PCS for General Facilities and Equipment Series, GS-1601, Aug 75

The reference is applied to the Maintenance Officer position as follows: (The grade-level of the civilian Deputy is determined after and relevant to the grade of the military supervisor's position.)

Factor I - Planning and Coordinating Responsibilities

The local evaluation credits this factor at Level A. Although the responsibilities approach Level A, we consider that level B more appropriately applies. The planning and coordination required do not match the intent of Level A where the work requires constant and highly complex coordination, and there are complex one-of-a-kind projects. Level B is credited (40 points).

Factor 2 - Product Complexity

The local determination of Level B is appropriate (40 points).

Factor 3 - Complexity and rigidity of Requirements. The local determination of Level A is appropriate (60 points)

Factor 4 - Scope of Operations

As directed by the standard, Level B is appropriate for a workforce of 783 (60 points).

Tentative Grade

| | | |
|---|---|---|
| Factor 1 | Points | 40 |
| Factor 2 | | 40 |
| Factor 3 | | 60 |
| Factor 4 | Total: | 60 |
| | | 200 points which falls in the GS-13 range of 160-200 |

Comprehensive Evaluation

Normally, an adjustment (upward or downward) to the tentative grade is appropriate when the position falls between the range of Factor 4, or is borderline between levels for all of the first three factors, or consideration must be given to the grades of subordinate supervisors. The first situation applies here in that the work force is just under the number appropriate for Level B and warrants a closer look. The level of responsibility and authority for managing the total facilities maintenance program, serving as advisor to all echelons of management, and interacting with high ranking officials of the command, numerous governmental and non-governmental organizations compare favorably to other positions evaluated at the GS-14 level at this command.

A considerable amount of the work is reimbursable. The emphasis on cost analysis and control is required for those operations such as family housing, hospital, and the air station.

It is the judgment of this classifier that the Maintenance Officer position fully warrants the allocation of GS-14, based on the above strengthening elements, the lack of weakening elements, and other strengthening points discussed in the local evaluation.

The allocation of GS-13 for the Deputy is correct based on the rationale in the local evaluation.

IV. Performance Management and Recognition System Determination. This position meets the criteria for inclusion under PMRS as supervisor and management official.

V. Classification

Maintenance Manager, GM-1601-13

Nancy Cymes
Nancy Cymes
Personnel Management Specialist
5 April 1985